



North Carolina
Department of Administration

State of NC Internship Program 2018

Application Deadline: Monday, January 15, 2018

State of North Carolina

Roy Cooper, Governor

North Carolina Department of Administration

Machelle Sanders, Secretary

Christy Agner, Deputy Secretary for Advocacy Programs

NC Council for Women & Youth Involvement

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www.youthinvolvement.nc.gov

Table of Contents

Introduction	4
Eligibility Requirements	4
Application Process	4
Required Application Materials.....	5
Selection Process	5
Important Guidelines	5
Important Dates	6
Personnel and Payroll Policies	6
Housing and Transportation	6
How to Use this Synopsis	6

Internship Project Descriptions by Department

Administration, Department of	7
Administrative Office of the Courts.....	8
Agriculture and Consumer Services, Department of.....	9
Commerce, Department of.....	10
Environmental Quality, Department of.....	11
General Assembly	18
Health and Human Services, Department of	18
Information and Technology Services, Office of.....	22
Judicial.....	22
Labor.....	22
Natural and Cultural Resources, Department of.....	23
Office of The Governor	36
Office of The Lieutenant Governor	36
Public Instruction, Department of	36
Public Safety, Department of	37
Revenue, Department of	39
Transportation, Department of	40

Appendixes

Tips for Resumes and Cover Letters	41
Keys to Success	42
Sample Resume and Cover Letters	41

State of North Carolina Internship Program

Introduction

Created in 1969, the North Carolina Internship Program provides students with professional work experience that connects their classroom experiences and potential career choices. The Council for Women & Youth Involvement, an advocacy agency within the North Carolina Department of Administration, coordinates the program.

Interns work 40 hours a week for a 10-week period, earning \$8.25 an hour. They participate in meetings, educational tours and other activities designed to broaden their perspective of public service and state government. There are approximately 80 internship positions available during the summer at various state agencies located throughout North Carolina. Projects and interns are screened and selected by the North Carolina Internship Council.

Interns are encouraged to seek academic credit for the internship, but the student is responsible for making such arrangements and should determine the specific procedure at her/his academic institution. The Internship Council reminds all applicants that the intent of the Internship Program is to provide a variety of opportunities for students to learn about public service professions. The program is not designed to compete financially with the private sector.

Eligibility Requirements

- An applicant must be a permanent North Carolina resident attending a college, university, law school, community college or technical institute in North Carolina or a North Carolina resident attending an equivalent institution out of state.
- Applicants must carry a 2.5 or greater overall grade point average on a 4.0 scale.
- Applicants must have graduated from high school and must be at least a sophomore before beginning the internship. Community college students must have completed their first year completed before beginning the internship.
- Applicants must be continuing their education in the fall following their participation in the program.
- To qualify for a law internship, applicants must have completed at least one year of law school before the beginning of the internship, unless other majors are listed.
- Students having previously held paid internships with this program are not eligible to apply.
- Applicants must be willing and able to work full-time for the entire 10-week internship. Applicants must be able to provide legal proof of identity and work authorization within three working days of employment.

* Factors considered when determining North Carolina residency include, but are not limited to, tuition/grant status, length of residency (must be a permanent resident of North Carolina for the 12 months preceding the date of application), permanent address/phone, and/or state issued driver's license/ID.

Students who have limited career-related experience are strongly encouraged to apply.

Application Process

Please review the following application instructions carefully. Applications that do not meet the stated requirements will not be considered. If you have questions or need assistance, you may contact the Internship Coordinator, Candace Dudley, at Candace.Dudley@doa.nc.gov.

The application can be accessed from: <http://ncadmin.nc.gov/internshipnc>. Applications must be submitted by Monday, January 15, 2018. **Late application packets will not be considered.**

Applicants may apply for **up to three** internship projects. To complete your application, you must submit the following materials:

Required Application Materials

- Find the State of North Carolina Internship Application online at <http://ncadmin.nc.gov/internshipnc>

Additional Application Materials to be emailed:

- **Cover letters** outlining the reasons you are interested in each project for which you are applying for. Address cover letters to the North Carolina Internship Council or to Candace Dudley, Internship Coordinator, 1320 Mail Service Center, Raleigh, North Carolina 27699-1320.
- Professional **résumés**. Résumés should not exceed 1 page.
- One copy of **transcripts for all post-secondary grades**. An unofficial student copy, obtained from your school's website or registrar, is acceptable. Transcripts must verify current overall GPA.
- Graduate and law students should submit an official schedule/course list if current grades are not available. Law students should include their current class rank when possible. If you have attended more than one college/university, include a transcript for each; graduate/law students should include undergraduate transcripts.
- Brief **legal writing samples (law students only)**. Limit sample to three pages. Include a copy for each law project to which you apply. Writing samples exceeding three pages will not be accepted.
- Email **all** application materials to ncfw@doa.nc.gov. The email subject line should be your Last name, First name. Mailed or faxed materials will not be accepted. All application materials must be received by Monday, January 15, 2018.

Selection Process

The North Carolina Internship Program is historically quite competitive. The North Carolina Internship Council screens all eligible applications and selects students for interviews with project supervisors. All interviews are conducted by phone. Interviews will begin on February 21, 2018, and conclude on March 5, 2018. After interviews, applicants and supervisors submit a preference form, ranking their preferred projects/applicants. The Internship Council and The Council for Women & Youth Involvement office make the final match for projects based on student and supervisor preferences, student demand for a project, departmental and geographical distribution of projects and other relevant factors.

State government policy prohibits discrimination based on race, sex, color, creed, national origin, age or disability. If you require accommodations in accordance with the Americans with Disabilities Act, contact the Council for Women and Youth Involvement at (919) 733-2455 or (919) 807-4407.

Placement in an internship will be contingent upon completing required employment eligibility forms and, if applicable, satisfactorily completing additional screening procedures required by the Department in which you will be working.

Important Guidelines and TIPS

- Observe deadlines for submission of application materials; late applications will not be considered.
- Your cover letters should be persuasive documents with specific reasons for your desire to participate in each of the projects for which you apply.
- Remember that you are filing an application for a full-time summer job in state government. Confirming your application signifies that all statements in the application are true and complete to the best of your knowledge.
- Carefully observe the eligibility requirements listed in this booklet. The Internship Council will not review your application if it fails to meet the stated requirements.
- If you are selected for a telephone interview(s), be prepared to communicate effectively about yourself, your coursework and your interest in the internship position(s) for which you applied. Keep a copy of your application and review it before the interview(s).

Important Dates

Monday, January 15, 2018
 Friday, February 9, 2018
 February 21 – March 5, 2018
 Wednesday, March 14, 2018
 Wednesday, March 28, 2018
 Monday, May 21, 2018
 May 21 – July 28, 2018
 July 2018

Application Deadline
 Internship Council Screens Applications
 Interviews with Project Supervisors
 Intern and Supervisor Preference Forms Due
 E-mail Notification of Internship Placement
 Orientation and First Day of Work
 Internship Program Dates
 Intern Reception at the Executive Mansion

Personnel and Payroll Policies

For state government payroll purposes all interns are classified as temporary state employees. Some important policies affecting interns are:

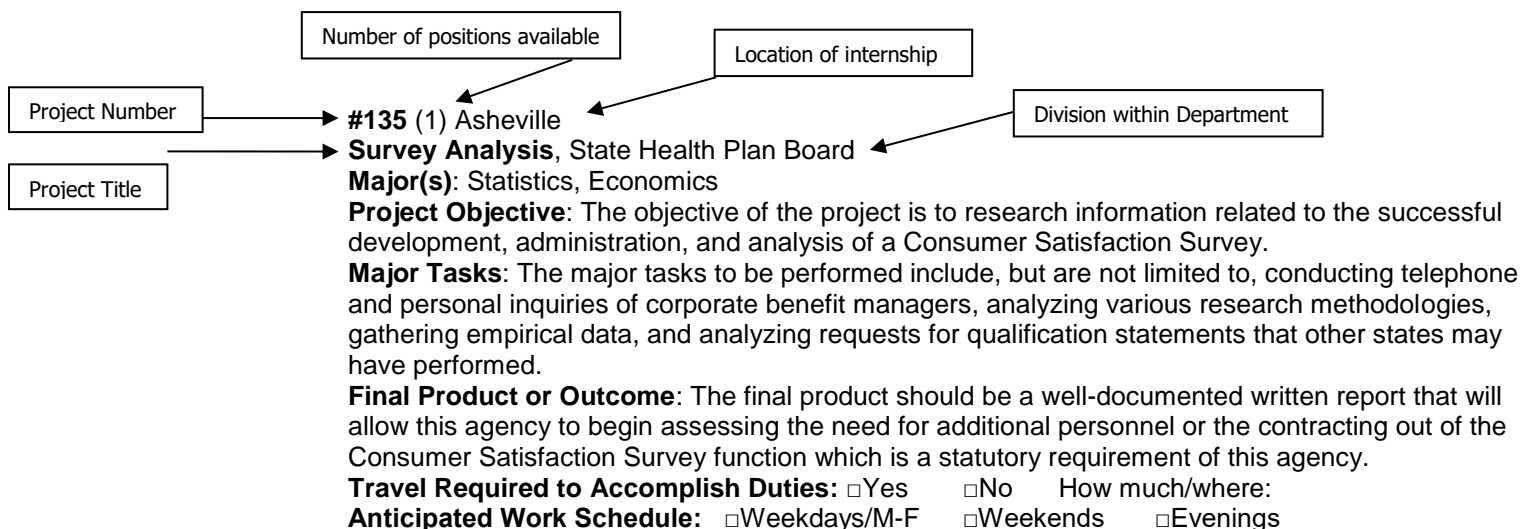
- As temporary employees, interns are not paid for time taken off. Interns cannot earn sick leave or vacation leave and are not paid for state holidays.
- Interns are paid \$8.25 per hour and work 40 hours per week for a 10-week period. Interns should be prepared to work full-time from May 21 through July 28, 2018. Wednesday, July 4, 2018 is a state holiday and is treated as an unpaid day off for interns.
- All interns will work up to three weeks before receiving their first paycheck.
- While interns are not eligible to receive medical insurance, as a temporary employee, interns are covered by workers' compensation.
- Interns are not eligible to draw unemployment compensation from their summer wages.

Housing and Transportation

Interns are responsible for arranging and securing housing for the internship period. The Council for Women & Youth Involvement Office will act as a referral resource for interns in need of housing, but staff will not be involved in tenant-landlord relationships. Interns are responsible for securing transportation to and from their work site.

How to Use This Synopsis

The projects described in this booklet are grouped according to state government departments. The projects are numbered consecutively. Students may apply for up to three internship projects. A sample internship project description is shown below:



Internship Projects by Department

ADMINISTRATION

#1 (1) Raleigh

Family Self Sufficiency, Commission of Indian Affairs,

Major(s): Social Work

Project Objective: Prepare commission's housing choice voucher (HCV) program to apply for an FSS grant in fall 2018

Major Task: Design program outreach and implementation, grant writing.

Final Product or Outcome: Detailed plan for initial implementation of program, as well as ongoing operations

Travel Required to Accomplish Duties: Yes, Occasional travel to meet with parties in person

Anticipated Work Schedule: Weekdays/M-F

#2 (1) Raleigh

Genealogy Researcher, Commission of Indian Affairs,

Major(s): History

Project Objective: Research the genealogy of individuals claiming American Indian heritage.

Major Task: Genealogy research at the Archives, requesting records, searching online databases to determine family lineage, request information from other Tribal agencies.

Final Product or Outcome: Family tree verifications and tribal affiliation

Travel Required to Accomplish Duties: No

Anticipated Work Schedule: Weekdays/M-F

#3 (1) Raleigh

DOA Performance Measures Intern – Process

Improvement Phase II, Office of the Secretary

Major(s): Political Science, Statistics, Government, Public Policy, Public Relations, Communications, Business Administration, Economics

Project Objectives: Interns will spend the summer learning the functions of the Department of Administration, and leading the performance metrics for each division.

Major Task: Interns will become an integral part of the department, participating in activities, working with each division to track performance measures, attend meetings, provide administrative support, and track performance measures of each division.

Final Product or Outcome: Validate performance metrics for each division in the Department of Administration.

Travel Required to Accomplish Duties: Yes

Anticipated Work Schedule: Weekdays/M-F

#4 (1) Raleigh

Advocacy Programs Legislative and Communications Intern, Office of the Secretary

Major(s): Communications, Political Science, Anthropology, Religion, Sociology, Interdisciplinary Studies, African American Studies, Latin Studies, Gender Studies, American Indian studies, Foreign Language, History, Public Administration, Law, Social Work, Journalism

Project Objective: The intern will work to increase collaboration in the Advocacy Programs Section of the Department, which include the NC Commission of Indian Affairs, Historically Underutilized Business Office, Council for Women & Youth Involvement, Division of Non -Public schools and the Martin Luther King Jr. Commission. Utilizing communication strategies, interaction with agency program staff and Commission members, and legislative activities, the intern will develop strategies to enhance awareness of programs that serve unique populations of NC. The intern will work directly with the Deputy Secretary, the Legislative Liaison and the Communication staff to create alignment with the Department's strategic imperatives and to enhance the effectiveness of citizen volunteers who serve on Boards and Commissions.

Major Task: Attending and providing observations of Legislative Hearings and Sessions, as well as Advisory Councils and Commissions staffed by the Department of Administration. Track legislation and prepare reports for the NC Commission of Indian Affairs, Domestic Violence Commission, NC Council for Women Advisory Board, Youth Advisory Council and local youth councils, Youth Internship Council, Students Against Destructive Decisions (SADD) MLK Jr. Commission and HUB Advisory Board. Preparing and processing social media, website and other Advocacy Programs communications.

Final Product or Outcome: Intern will have the unique opportunity to observe and interact with significant and varied programs and Commissions to propose strategic steps to enhance the public's awareness of the state's Advocacy Programs. Intern will further gain perspective on how the Legislative and Executive branches of government can work collaboratively to solve problems and identify early trends that can serve the needs of NC citizens.

Travel Required to Accomplish Duties: Yes, Occasional trips 5-10 miles from work location

Anticipated Work Schedule: Weekdays/M-F

#5 (1) Raleigh

GIS Enhancement Project, State Property Office

Major(s): Geographic Information Systems, Geography, Forestry, Earth Science, Environmental Engineering, Environmental Science, City/Regional Planning or related.

Project Objective: Inventory historical State Owned property and establish geospatial property boundaries.

Major Task: Collect, convert, assemble, publish geospatial and tabular data.

Final Product or Outcome: A complete and accurate State Owned inventory.

Travel Required to Accomplish Duties: No

Anticipated Work Schedule: Weekdays/M-F

#6 (1) Raleigh

Community Leaders Initiating Change Through Collaboration (CLICC), Council for Women & Youth Involvement

Major(s): Communication, Business, Psychology, Social work, Sociology

Project Objective: Increase the capacity of Domestic Violence/Sexual Assault agencies to provide comprehensive services to sex and labor trafficking victims. Increase NC's capacity to add and expand victim services, awareness of survivors' needs, and increase access to information and referral services through resources statewide.

Provide professional training, community development and enhancement throughout NC, to collaborate and implement a Community Advocate Committee to include advocates from faith based and underserved communities. To utilize our partnerships to assist, expand, and support victim services. Collect and manage data regarding human trafficking through current client services reports from Council for Women and Youth Involvement grantees that will allow for proper data collection.

Major Task: Include labor trafficking in human trafficking awareness programs to assist with outreach in rural communities, host four leadership conferences for trafficking survivors, and establish and work with a Community Advocate Committee. Implement service provider trainings across the state. Provide education to health professionals and technical assistance to state agencies, community agencies, NGOs, law enforcement, and crime victims.

Final Product or Outcome: Successfully launch a human trafficking event, learn what human trafficking is and assist with trainings, and provide community awareness of the newly launched CLICC Program

Travel Required to Accomplish Duties: Yes, occasional travel to attend trainings, assist with community events.

Anticipated Work Schedule: Weekdays/M-F

ADMINISTRATIVE OFFICE OF THE COURTS

#7 (1) Raleigh

Legislative Intern; NC Conference of Clerks of Superior Court

Major(s): Political Science, History, Sociology, Criminology, Pre-Law, Public Policy, Public Affairs, Criminal Justice, Government

Project Objective: To work as a team in the 2018 Short Session by developing presentations to legislative committees, talking points to members of the House and Senate on legislation we sponsor and take minutes in committees dealing with policy issues that affect the court system. The internship will provide valuable insight into the legislative process.

Major Tasks: Committee meeting attendance, create updates to bill tracking legislation of interest, correspondence with the elected officials at the General Assembly and the court system, conduct necessary research on bills and provide an analysis as needed, assist

in office duties as they relate to the Short Session legislative requirements.

Final Product or Outcome: Intern will leave the program with a portfolio of "Legislative Updates" created, knowledge of the North Carolina General Assembly and contacts for their future careers.

Travel Required to Accomplish Duties: Yes, 8 miles from NC Judicial Center to NC General Assembly; can carpool; may travel with supervisor to regional clerk meetings throughout the state with transportation and stays provided.

Anticipated Work Schedule: Weekdays/M-F

#8 (1) Raleigh

Researching Outcomes for the eCourts Civil Domestic Violence Program, Court Programs

Major(s): Social Science, Law, Social Work, Public Health, Women's Studies, Anthropology

Project Objective: The intern will work with the Court Programs Division of the Administrative Office of the Courts to research outcomes on the cutting edge electronic filing system for domestic violence matters currently operating in 6 counties in North Carolina. The data collected will be essential to a proposed research project in partnership between the AOC and UNC Chapel Hill. This data will form the basis of a publication regarding systemic successes and effectuation of behavioral change among process navigators and litigants.

Major Task: The intern will conduct data acquisition and analysis from a variety of sources, including court personnel and litigants. The intern will develop and enhance a data collection receptacle that will allow for storage, acceptance and manipulation of relevant data and statistics and identify developing trends.

Final Product or Outcome: Gather critical data for a more global project that will allow for the identification of successes or necessary modifications within the electronic filing system for domestic violence litigation. Generate meaningful data that supports hypothesis surrounding implementation in each county that is capable of replication and future enhancement and supplementation.

Travel Required to Accomplish Duties: Yes, periodic travel to the current e-filing counties, which include: Wake, Alamance, Guilford, Davidson, Durham and Forsyth.

Anticipated Work Schedule: Weekdays/M-F

#9 (1) Raleigh

Case Disposition and Domestic Violence Recidivism Post Custody Mediation, Management Services

Major(s): Psychology, Women's Studies, Criminology, Sociology, Social Work, Public Health, Pre-Law, Anthropology, Conflict Resolution, Communication Studies

Project Objective: The intern will research case dispositions and domestic violence recidivism for custody mediation cases that have been identified with domestic violence markers.

Major Task: Identify relevant mediation and court outcomes through judicial branch software, record outcomes in standard manner, analyze results, develop presentation that shares results in clear, concise manner.

Final Product or Outcome: Results will be analyzed and presented by the intern to the 45 custody mediators and the Custody Mediation Advisory Committee (CMAC). The research could influence the policy and/or statutory changes CMAC would propose to the NCAOC Director on how custody cases with domestic violence markers are handled in the court system.

Travel Required to Accomplish Duties: No

Anticipated Work Schedule: Weekdays/M-F

#10 (1) Raleigh

Instructional Designer Intern, Training and Development

Major(s): Education, English, Instructional Design, Public Administration, Instructional Technology, Business Administration, Criminal Justice, Journalism and Mass Communication, Law, etc.

Project Objective: The intern will work with the Organization Development Manager and instructional designers to prepare existing written course content in Word for migration to InDesign and test functionality prior to launch; help identify what, if any, printed in-class materials are needed for each class.

Major Task: The intern will transfer all remaining course manual content from printed Word format to InDesign eManuals; test eLearning modules in the Learning Center test environment and provide feedback on functionality, readability, and grammar. The intern will not need to know InDesign. The intern will participate in training project meetings to gather and assimilate information for training projects. The intern will also help write quiz questions based on learning objectives and instructional content.

Final Product or Outcome: Training & Development course materials will be migrated to InDesign and any required class handout materials will be created by the conclusion of the internship. Quizzes will be created for eLearning, which will be mapped to learning objectives and eLearning modules will be tested in the Learning Center test environment for functionality.

Travel Required to Accomplish Duties: No

Anticipated Work Schedule: Weekdays/M-F

#11 (1) Raleigh

Examining Case Data To Identify Opportunities For Changes in Business Process, Research, Policy, & Planning

Major(s): Data Analytics, Statistics, Mathematics, Computer Science, or Social Science majors with an interest in Data Analysis

Project Objective: The objective of this project is to use court data to compare disposition results for self-represented litigants and those with an attorney. The analysis will determine what findings are statistically significant, and data may be used to develop a case profile to evaluate if courts might use different resourcing strategies by case type to better serve parties.

Major Task: Tasks may include querying data from databases and performing data analysis. It will likely also be necessary to meet with IT, research, and court professionals to discuss items, such as court processes, court data, and database structures.

Final Product or Outcome: The intern will be expected to produce a written summary of findings and present the analyzed court data in a way that is easily interpreted by court professionals. It is anticipated that the intern will gain knowledge of the North Carolina Judicial Branch, including court data and processes, and potentially build contacts for their future careers.

Travel Required to Accomplish Duties: Yes, while travel is unlikely it may be helpful to visit nearby counties to better understand how data is captured, or for comparative purposes in an in-person case file review.

Anticipated Work Schedule: Weekdays/M-F

AGRICULTURE AND CONSUMER SERVICES

#12 (1) Raleigh

N.C. State Fair Public Relations Intern – Social Networking and Grassroots Marketing, N.C. State Fair

Major(s): Communications, Public Relations, Journalism, Advertising/Marketing

Project Objective: Intern will help to promote the N.C. State Fair, through a number of media, including social networking sites Facebook, Twitter, high school publications and North Carolina media outlets. The intern will produce news releases, speaking points, and other promotional materials, and will coordinate the purchase of advertising in high school newspapers, sport programs, and other school-related outlets. In addition, the intern will assist a team in growing and populating the Fair's existing social networking sites through blogs, online research and outreach. The intern will be part of a public relations team responsible for promoting one of the largest events in the state that draws in excess of 800,000 annually.

Major Tasks: The intern will oversee the production of the Newspaper in Education State Fair supplement. This includes producing copy for the publication, coordinating the design concept with a production team and being a liaison between the State Fair and the News & Observer. Intern will research ways to expand and improve social networking efforts for the State Fair. Intern will also work with a budget to come up with a grassroots advertising campaign focused on high school students. Other duties include writing press releases and speeches, organizing events and assisting with other day-to-day activities associated with State Fair preparations and promotions. Interns with a background or experience with design may assist with creating social media graphics to enhance the reach of social media posts.

Final Product or Outcome: From a student perspective: We view this internship as an excellent opportunity for a student to create real-world portfolio pieces and gain hands-on experience as part of a public relations team. The student would be involved in all aspects of promoting a large-scale event and would participate in planning meetings with fair management and public affairs office.

Travel Required to Accomplish Duties: Yes, there will be general back and forth travel to the State Fairgrounds for meetings. The travel will be random, probably no more than two times a week. Roundtrip distance is about 16 miles.

Anticipated Work Schedule: Weekdays/M-F

COMMERCE

#13 (1) Charlotte

Summer Travel Counselor, I-77S Welcome Center

Major(s): Tourism, Hospitality, Marketing, Business Administration, Political Science, other.

Project Objective: This project will expose summer interns to North Carolina's visitors, who spent \$22.9 billion in 2016. They will interact with travelers to learn what brings them to NC. They will assist the manager in completing: the online state material inventory of Maps, Travel Guides, Wine Guides, and Civil War Trail Maps, monthly reports - foreign visitor count, motor coach reports, reservation counts for hotel rooms booked and new brochures to be displayed and distributed. They will learn about the tourism industry in NC by getting familiarized with information about the state's various attractions and accommodations, and learn Welcome Center operations firsthand.

Major Tasks: The summer intern will help staff the Welcome Center, located on I-77 in Mecklenburg County, which greeted nearly 331,143 visitors in 2016. They will be trained to answer visitor inquiries and assist with routine Welcome Center duties. While the summer intern gets acquainted with the NC visitors' demographic data, they will be making comparisons between that data and overall Welcome Center's demographic trends.

Final Product or Outcome: Summer interns will become familiar with tourist destinations across the state, including mountain attractions. They will draw on individual experiences with tourists and have a frontline knowledge of NC's growing tourism industry, based on the demographics of visitors to the state.

Travel Required to Accomplish Duties: No

Anticipated Work Schedule: Weekdays/M-F & Weekends

#14 (1) Rowland

Summer Travel Counselor, I-95S Welcome Center

Major(s): Tourism, Hospitality, Marketing, Business Administration, Political Science, other.

Project Objective: This project will expose summer interns to North Carolina's visitors, who spent \$22.9 billion in 2016. They will interact with travelers to learn what brings them to NC. They will assist the manager in completing: the online state material inventory of Maps, Travel Guides, Wine Guides, and Civil War Trail Maps, monthly reports - foreign visitor count, motor coach reports, reservation counts for hotel rooms booked and new brochures to be displayed and distributed. They will learn about the tourism industry in NC by getting familiarized with information about the state's various attractions and accommodations, and learn Welcome Center operations firsthand.

Major Tasks: The summer intern will help staff the Welcome Centers, located on I-95 in Robeson County, which greeted nearly 1,109,992 visitors in 2016. They will be trained to answer visitor inquiries and assist with routine Welcome Center duties. While the intern gets acquainted with the NC visitors' demographic data, they will be making comparisons between that data and overall Welcome Center's demographic trends.

Final Product or Outcome: The summer intern will become familiar with tourist destinations across the state, including coastal attractions. They will draw on individual experiences with tourists and have a frontline knowledge of NC's growing tourism industry, based on the demographics of visitors to the state.

Travel Required to Accomplish Duties: No

Anticipated Work Schedule: Weekdays/M-F & Weekends

#15 (1) Raleigh

Graphic Design Intern; Tourism, Marketing and Global Branding, Communications

Major(s): Graphic Design, Art Design, Marketing; combination of Journalism or Communication and Design or Art

Project Objective: To design and produce dynamic, professional marketing materials to promote tourism, film, sports, economic development, community development and international trade in North Carolina. These materials include, but are not limited to, trade show displays, banners, signs, brochures, invitations, publications and logos. These materials market North Carolina as a premier travel and business destination and help to create jobs for our state. All citizens of North Carolina will potentially benefit from this service.

Major Tasks: Intern will be involved at all levels of project design, including client meetings, layout, design, file set up and production. The intern will also gain experience working with large scale production, professional outside printers, and in-house design teams, and will have the opportunity to network with all of our graphic design colleagues in the NC Society of Government Artists.

Final Product or Outcome: Collateral pieces related to each project, such as brochures, signage, reports and other printed materials. They will potentially have several professional pieces to include in their design portfolio as well as exposure to high profile clients, such as the Governor's office.

Travel Required to Accomplish Duties: No

Anticipated Work Schedule: Weekdays/M-F

#16 (1) Raleigh

Communications and Public Affairs Intern, Communications

Major(s): Communications, Journalism, Public Policy, Political Science, Economics, Culture, Public Relations, Marketing, English

Project Objective: Execute a robust communications strategy and support policy research for the N.C. Department of Commerce.

Major Tasks: Social media content creation, press release writing, researching speaking opportunities, researching policy issues, compiling background briefings on reporters and events for the Governor and the N.C. Secretary of Commerce and his staff, and assisting with briefing forms and run of show documents for the Governor and the N.C. Secretary of Commerce.

Final Product or Outcome: Social media content bank, press releases, speaking calendar, event and reporter briefing documents, research documents

Travel Required to Accomplish Duties: No

Anticipated Work Schedule: Weekdays/M-F

ENVIRONMENTAL QUALITY

#17 (1) Morehead City

Marine Fisheries Research Intern, Marine Fisheries

Major(s): Biology, Marine Biology, Environmental Science, Fisheries Science, Library Science, Fisheries Management

Project Objective: The intern will work with section staff to research, acquire, and catalog scientific research that is pertinent to ongoing projects being conducted by the Division of Marine Fisheries (DMF).

Major Tasks: The intern will work with other section staff to research and acquire pertinent scientific research documents relating to ongoing projects being conducted by the DMF. Once an inventory of research is prepared, the intern will be tasked with cataloging those documents as appropriate, and distributing that information to DMF staff for use in their research. This intern will also have the opportunity to assist in several ongoing DMF projects relating to fisheries management and protected resources.

Final Product or Outcome: The information generated in this project will provide DMF staff with access to valuable resources that provide the scientific basis for much of the work being conducted by the DMF. The intern will be able to see how their research findings are going to be used through direct feedback from DMF staff during the Brown Bag lunch forum, internal staff meetings, and through working with the sampling programs.

Travel Required to Accomplish Duties: Yes, Occasional travel to project locations, libraries, and research facilities throughout coastal North Carolina

Anticipated Work Schedule: Weekdays/M-F

#18 (1) Elizabeth City

Scanning and Digitizing Biological Data Sheets, Marine Fisheries

Major(s): Library and Information Sciences, Information Technology, Computer Science

Project Objective: The intern will work directly with the Biologist Supervisor, and remotely with database managers in the DEQ Washington Regional Office and Morehead City headquarters office, to use high speed scanning equipment to scan and digitize up to 50 file cabinets of scientific data sheets. The scientific data contained in these records span a period from 1972 to present.

Major Tasks: The intern will work with database managers to develop new and/or refine current processes and procedures for scanning and digitizing data sheets that will allow seamless interface with the Division's current Biological Database, which houses millions of records of data collected by the Division over the past 45 years. Once the processes and procedures are in place it can be replicated by other Division offices to scan and digitize thousands of scientific data sheets Division wide at a substantial saving to the state.

Final Product or Outcome: Converting these paper-based records into electronic documents will reduce physical records storage requirements saving the state money in commercial rental costs dedicated to file cabinet storage space. It will enable faster search and retrieval of data, provide anytime, anywhere access to the data, and provide data security from potential loss of paper documents to fire, water damage, and natural degradation of paper records.

Travel Required to Accomplish Duties: No

Anticipated Work Schedule: Weekdays/M-F

#19 (1) Morehead City

GIS Database Modernization, Marine Fisheries

Major(s): Geography, Geographic Information Science (GIS), Cartography, Other Science majors if GIS courses have been taken by applicant

Project Objective: The intern will work with GIS staff at the Division of Marine Fisheries on a project to modernize the GIS database that fisheries staff work with daily. Fisheries data will be incorporated into a public facing web application to allow citizens to view and download fisheries data without having to contact fisheries staff. All data will be transitioned to ArcSDE (Spatial Database Engine) from a collection of shapefiles, geodatabases, coverages, and raw coordinate data.

Major Tasks: The intern will be responsible for cleaning up attribute tables associated with current spatial data and loading the data into ArcSDE. Additionally, the intern will have the opportunity to work with AGOL (ArcGIS Online) to help setup the web interface that will be used internally at fisheries.

Final Product or Outcome: Modernization of NC Marine Fisheries spatial data allowing fisheries staff to view changes to the database in real time. The completion of this system will drastically reduce data requests within the division and improve accuracy of the data.

Travel Required to Accomplish Duties: No

Anticipated Work Schedule: Weekdays/M-F

#20 (1) Morehead City

Shellfish Sanitation Stormwater Impact Study, Marine Fisheries

Major(s): Biology, Marine Biology, Environmental Science, Environmental Health, Public Health

Project Objective: The intern will work with section staff to gather data that will be used to evaluate and update shellfish growing area conditional management plans.

Major Tasks: The intern will work with other section staff to collect surface water samples and shellfish meat samples to test both for bacteria. These sampling runs may be conducted by boat or from land, and will be carried out during dry weather and following rain storms in order to generate a comparative data set. In addition to sample collection, other tasks will include assisting in the processing of the samples in the lab, background research on applicable topics, and data analysis.

Final Product or Outcome: The information generated in this study will be used to help make decisions on how to best manage shellfish growing areas following rain events, and will help the section to maintain compliance with all state and federal requirements.

Travel Required to Accomplish Duties: Yes, daily sampling locations throughout the central and southern coast.

Anticipated Work Schedule: Weekdays/M-F

#21 (1) Manteo

Assessment and Management of Coastal Fisheries

Resources on the Outer Banks Intern, Marine Fisheries,

Major(s): Marine Biology, Fisheries Science, Biology, Zoology, Ecology, Environmental Science, Wildlife Management, or any related fields.

Project Objective: Assist in various North Carolina Division of Marine Fisheries independent and dependent sampling programs, collecting data essential to assessing finfish stocks and in the development of NC fishery management plans.

Major Tasks: Fishery independent experience includes trawling for juvenile finfish, fishing gill nets for adult finfish and fishing long line gear for adult red drum from various locations along the Outer Banks in North Carolina including the Pamlico, Roanoke and Croatan Sounds. Along with collecting biological and environmental information from fishery independent programs, the intern will also assist with our finfish tagging program where they will get to tag species, such as red drum, speckled trout, striped bass, and southern flounder. Fishery dependent sampling experience includes dock side sampling of commercially harvested finfish and blue crabs from a variety of fishing gear, such as gill nets, pound nets, and pots, which are primarily used throughout the Outer Banks estuaries during the summer season. This type of sampling not only involves the collection of biological data, but also gear information by interviewing commercial fishermen.

Final Product or Outcome: Experience a broad range of fishing gear techniques typically used in the collection of fisheries information for the management of fisheries resources. Skills learned are invaluable introductory experiences for those individuals interested in a fisheries science career.

Travel Required to Accomplish Duties: Yes, Daily, local travel will be along the Outer Banks using North Carolina Division of Marine Fisheries vehicles and boats. Occasional overnight travel is possible with per diem provided for meals and lodging.

Anticipated Work Schedule: Weekdays/M-F

#22 (1) Raleigh

Weatherization Program and Fiscal Analyst, Energy/Weatherization

Major(s): Building Science, Business, Accounting, Sustainable Building, Construction Technology, Public Service. Master level candidates welcome.

Project Objective: To provide an intern with the opportunity to learn about the Weatherization Program, gain familiarity with State government, and to gain needed experience to

assist them in obtaining a position, potentially with DEQ, upon graduation. Intern will assist with all aspects of the Weatherization Assistance Program, including programmatic and fiscal reviews (both desktop and onsite) of NC WAP Sub grantees, updating and creating program regulations and documents, processing correspondence between local Sub grantees and NC WAP, as well as other various duties.

Major Tasks: Work with the Weatherization Program team to amass and quantify data related to weatherization results; create and update program workflow documents for both fiscal and programmatic. This will include guidelines and correspondence templates, financial analysis and work programs, and research related to additional funding sources for the Weatherization Program. The intern will also accompany NCWAP employees onsite for program monitoring visits, both fiscal and technical; reviewing of various Sub grantee requests, and generally assist in the day to day operations of the program.

Final Product or Outcome: The intern will have obtained valuable experience in program management, day to day operations, and the fiscal and programmatic management of federal grants. The Weatherization Program will have obtained valuable and needed assistance in preparing the various documents, so the Weatherization Program can run more efficiently and effectively and needed documentation will have been updated and created to assist with the day to day operations of the program.

Travel Required to Accomplish Duties: Yes, statewide up to 30% of the time.

Anticipated Work Schedule: Weekdays/M-F

#23 (1) Raleigh

Meaningful Engagement of Communities through the Regulatory Process, Secretary Office

Major(s): Sociology, Psychology, Biology, Economics, Business, Community Development, History, Natural Resources Management, Earth Science, or any related major.

Project Objective: The objective will be to engage fair treatment and meaningful involvement with North Carolina communities regardless of race, color, national origin, or income. This can happen through pre-permitting assessment, meeting with stakeholders, development of information documents, or assistance in internal program maintenance.

Major Tasks: Assist with engagement of overburdened North Carolina communities, Tribes, and Indigenous People. Assist with database maintenance and drafting.

Final Product or Outcome: To further the development of the Title VI and Environmental Justice programs within NCDEQ, as well as to foster lasting relationships between North Carolina citizens and NCDEQ.

Travel Required to Accomplish Duties: Yes, travel to various meetings with supervisors or other State representatives. The intern would have the opportunity to meet with concerned groups and then able to visit permitted facilities.

Anticipated Work Schedule: Weekdays/M-F

#24 (1) Mooresville

Environmental Safety Research Specialist, Energy, Mineral and Land Resources

Major(s): Agriculture, Biological, Civil and Environmental Engineering, Environmental or Natural Resource Sciences

Project Objective: To provide a motivated student who is interested in State Government and Environment an opportunity to gain hands-on experience working in Land Quality Section of Division of Energy, Mineral and Land Resources in Department of Environmental Quality. The intern will work directly with environmentalists, and engineers as well as other members of regulated community/public and will be able to get an experience in diversity of state and federal environmental regulations including dam safety, industrial stormwater, mining and erosion control. This internship will include occasional field work, computer research, data entry, and writing inspection.

Major Tasks: The intern will be responsible for Working from a list of high and intermediate dams to be inspected in the fall, the intern could verify current ownership of the dam utilizing the applicable county GIS website, and provide proposed changes for review. Once these changes are approved, I-BEAM could be updated and a new one-page report submitted for review, with a draft notification of inspection. This would be useful and save time for all the specialists and provide the owners advance notice, so that they may perform routine maintenance of their dams prior to our inspections. The intern will be Reviewing the MRO dam files to make sure EAPS for high hazard dams are entered into I-BEAM accurately. The intern could confirm and update the county emergency management addresses and numbers. The intern will work on digitizing these dam safety files and consolidating different files to reduce file access and process time. The intern will also work in Mining, erosion and sediment control program and Industrial storm water to review these permits and inspections. Some additional responsibilities will be tailored toward the specific interests of the student in order to maximize the internship experience.

Final Product or Outcome: The student will exit this internship with a significant awareness of State and Federal regulations and day to day functions of Land Quality section. The intern will have first-hand knowledge of the environmental programs with knowledge of Dam Safety, Sediments and Erosion control, Mining and Stormwater. The intern will also learn about research and development.

Travel Required to Accomplish Duties: Yes, 20-25% within the region and travel to Raleigh for meetings.

Anticipated Work Schedule: Weekdays/M-F

#25 (1) Beaufort

Research and Stewardship Intern, Coastal Management

Major(s): Biology, Environmental Science, Marine Biology, Ecology, Natural Resources Management

Project Objective: The intern will work with N.C. Coastal Reserve research and stewardship staff to conduct estuarine field research and help to manage the natural resources of an island nature reserve.

Major Tasks: The intern will participate in several types of scientific field sampling, including marsh vegetation

surveys, shoreline mapping, and deploying and retrieving water quality instruments. The intern will also conduct bird and wild horse surveys, maintain public access points, and provide assistance with maintaining reserve boats.

Final Product or Outcome: The intern will: enhance research and stewardship efforts by increasing efficiency of operations; support a goal of the N.C. Coastal Reserve to engage students in hands-on learning experiences; and bring new ideas to enhance the professional capacity of the Reserve program.

Travel Required to Accomplish Duties: Yes, Intern might travel overnight to visit another Coastal Reserve site for research.

Anticipated Work Schedule: Weekdays/M-F

#26 (1) Beaufort

Coastal Reserve Education Intern, Coastal Management

Major(s): Education, Biology, Environmental Science

Project Objectives: The Coastal Reserve Education Intern will learn about estuarine ecology and coastal processes.

They will learn how to translate science information into age-appropriate learning materials and activities. The intern will learn different teaching techniques to use in a classroom and informal settings. They will also gain valuable hands-on science teaching experience, public speaking skills, leadership skills and organizational skills necessary to be a successful educator.

Major Tasks: The intern will assist the Reserve Education Coordinator with summer camps, field trips and classroom activities. The intern will be involved in developing and presenting curriculum-based programs to a variety of age groups (pre-school through high school). The intern will be responsible for teaching portions of each program and will be encouraged to develop innovative activities to include in the summer camps and programs. A significant portion of the intern's time will be spent in the preparation of activities and the rest of the time will be spent teaching students or leading field trips.

Final Product or Outcome: The intern will be involved in all aspects of summer camp development including program scheduling, student registration, curriculum development and teaching. The intern is expected to develop a hands-on activity that will be used during the summer programs and posted on our website for teacher use.

Travel Required to Accomplish Duties: No

Anticipated Work Schedule: Weekdays/M-F

#27 (1) Wilmington

Biological Monitoring and Outreach Assistant, Coastal Management

Major(s): Biology, Marine Biology, Environmental Studies, Environmental Education, Conservation Biology, Natural Resources Management, and Recreation Management

Project Objective: To provide the intern with field experience, particularly related to management of species of concern on protected publicly owned lands. To locate, record, protect and monitor sea turtle nests and ground nesting shorebird nests, as well as document success of reproduction and impacts of predators on select portions of

the Masonboro Island National Estuarine Research Reserve. To assist in other biological monitoring activities, such as diamondback terrapin population surveys, surveying of invasive species populations, and vegetation cataloguing activities. To support education and outreach activities for visitors regarding stewardship of coastal resources, protection of species of concern and monitoring programs at this site. The intern will learn to record and maintain GIS records related to field activities.

Major Tasks: Conducting regular patrols of portions of the Masonboro Island Reserve to identify and protect sea turtle nests; assisting with protection of shorebird nesting areas using protective structures and signage; installing and maintaining wildlife cameras used to assess nest failure; submitting data to appropriate local and state databases; maintaining GIS databases related to sea turtle and diamondback terrapin monitoring activities.

Final Product or Outcome: Complete, accurate GIS database of monitoring activities; data submitted to appropriate agencies. Draft report assessing causes of shorebird nest failure. Development of knowledge and skills related to biological monitoring activities.

Travel Required to Accomplish Duties: No

Anticipated Work Schedule: Weekdays/M-F

#28 (1) Kitty Hawk

Natural Resource Management Intern, Coastal Management

Major(s): Environmental, Physical and Natural Sciences, conservation Biology, Parks and Recreation, Public Health, Natural Resource Management

Project Objective: Assist the Northern Sites manager with research, stewardship and natural resource monitoring activities.

Major Tasks: Water quality monitoring, vegetation monitoring, and assisting with feral horse monitoring.

Final Product or Outcome: The intern will develop knowledge and skills related to natural resource management and monitoring. A final paper will be written, and a database created summarizing monitoring findings.

Travel Required to Accomplish Duties: Yes, day trips to the Northern sites.

Anticipated Work Schedule: Weekdays/M-F

#29 (1) Raleigh

Contaminated Groundwater Evaluation, Waste Management

Major(s): Geology, Hydrogeology, Civil Engineering, Environmental Engineering, Environmental Science; Soil Science; Engineering

Project Objective: Identify, review, analyze and compile information concerning Hazardous Waste facilities that have groundwater contamination.

Major Tasks: To identify the hazardous waste facilities that have groundwater contamination; review and analyze the facility information to ensure the accuracy of plume maps and groundwater monitoring information; compile the pertinent information in a single file in the Laserfiche system for future reference.

Final Product or Outcome: A separate file on the Laserfiche system identifying groundwater contamination at hazardous waste facilities.

Travel Required to Accomplish Duties: Yes, visits to facilities to ground truth groundwater maps and to see how various wastes are generated and handled.

Anticipated Work Schedule: Weekdays/M-F

#30 (1) Mooresville

Brownfield Tax Incentive and Economic Impact Database, Waste Management

Major(s): Economics, Public Policy, Finance, Accounting, Public Administration, Planning, Urban Design, Environmental Science, Geology, Engineering

Project Objective: The objective of this project is to evaluate and quantify the amount of public benefit, in terms of dollars of investment and tax revenue, generated as a direct result redevelopment of Brownfields Properties. This information would be tracked in a data base created by the intern. In addition, the data would be made available to local communities, which could then be used by those community's subsequent grant applications (such as EPA Brownfields Grants) showing the success of Brownfields in their area.

Major Tasks: Conduct online research via county property tax websites to research value of improvements made to Brownfields Properties before and after brownfields agreements that facilitated their redevelopment. If available, the amount of private investment dollars would also be researched. Develop database that the program can use to track and update this information as new brownfields agreements are completed. Develop data analysis process/algorithm to evaluate tax base effects and positive economic impacts of the brownfields properties redeveloped under the NC Brownfields Program.

Final Product or Outcome: The final product would be a summary County, and possibly by City of the amount of private sector investment in Brownfields Properties and the subsequent increase in tax values and possibly revenues these properties have provided over the course of time. In addition, the database developed by the intern will be something the Brownfields Program would continue to use to provide future economic impact estimates that result from redevelopment of brownfields properties.

Travel Required to Accomplish Duties: Yes, intern will be based in Mooresville, NC and may need to travel to Raleigh during the workday for a few times during the summer. Intern may or may not need to visit brownfields properties with brownfields program project managers.

Anticipated Work Schedule: Weekdays/M-F

#31 (1) Raleigh

Legislative Affairs Intern, Legislative Affairs

Major(s): Political Science, Pre-Law, Any Environmental Degree that would benefit from internship.

Project Objective: Work with Legislative Affairs Division to identify legislative priorities, strategy to best achieve priorities, develop and maintain legislative bill tracker, and statutory Department reporting requirements.

Major Tasks: Organize and maintain tracking databases, develop and implement comprehensive legislative strategy for NCGA session, develop and maintain relationships with NCGA staff through constituency concerns.

Final Product or Outcome: Up to date reporting and legislative tracking database and thorough knowledge of legislative process/policy implementation.

Travel Required to Accomplish Duties: No

Anticipated Work Schedule: Weekdays/M-F

#32 (1) Raleigh

Watershed Delineation and Online Map Development, Water Resources

Major(s): Geographic Information Systems (GIS), Environmental Science, Environmental Studies, Information Technology, or other natural science majors.

Project Objective: The intern will work with Branch staff to 1. Develop an automated process for delineating watershed boundaries based through GIS processes as well as 2. Assisting with development of online mapping applications for data collection and reporting through the use of ArcGIS Online for internal and public use. The delineated watersheds will be used by Branch staff to conduct water quality studies across the state.

Major Tasks: 1. The intern will develop a model builder process or a python script to execute multiple watershed delineations in a batch process. 2. Working with staff, the intern will set up geodatabases to create web forms for online mobile data collection, evaluate how best to project results on an interactive map, and execute map development using an online interface as well as possible python and/or Java Script.

Final Product or Outcome: 1. Shapefiles which include watersheds for water quality monitoring station to be used later for conducting much needed drainage area impact studies determining water quality stressors. 2. Data collection applications and web maps to reflect data results. Outcomes for the student: The intern will have physical products from the watershed delineation as well as online products they can link to on a resume. The intern will gain real-world experience working with a group to determine specific product output as well as planning and executing the project. They will also gain highly desired hands on GIS skills to develop products to be included on the DEQ website.

Travel Required to Accomplish Duties: No

Anticipated Work Schedule: Weekdays/M-F

#33 (1) Raleigh

Assessments of Stream Fish Communities and Fish Tissue Contaminants in NC, Water Resources

Major(s): Fisheries Science, Wildlife Science, Conservation Biology, Aquatic Ecology, Biology

Project Objective: The intern will work with fisheries biologists from the Division of Water Resources (DWR) to monitor stream fish communities across NC as part of the agencies' river basin monitoring process. Fish community water quality ratings are calculated with the NC Index of Biotic Integrity (NCIBI) and assist with use support determinations of wadable streams and Water Quality

Management Plans. Fish community assessments and NCIBI ratings support the following: (1) biennial 303(d) and 305(b) reporting to EPA, (2) TMDL development, (3) use attainability studies for reclassifications of surface waters (HQW, ORW, or TR), (4) prioritization of watershed restoration activities, and (5) regional water quality management including enforcement actions. The intern will also assist DWR biologists to monitor mercury levels in fish tissues at several older historic stations across NC. The Primary objective of the Fish Tissue Contaminant Monitoring Program is to provide toxins data (such as methylmercury, arsenic, and PCBs) to the NC Division of Public Health (DPH) for human risk assessments, which are used to establish fish consumption advisories across the state. Data generated by the Fish Tissue Contaminant Monitoring Program is used to support the following actions listed above: (1), (2), and (5).

Major Tasks: The intern will assist DWR biologists with the collection and processing of freshwater fish at stations across North Carolina for routine basin-wide water quality assessments and special studies. Field work will be concentrated during the interns 10-week assignment to maximize program efficiencies. Fish collections using electrofishing gears (mostly backpack and some boat-mounted) will be performed in wadable streams, large rivers, and lakes.

Final Product or Outcome: Augmentation of the NCIBI fish community database with water quality ratings for established stream sites in three scheduled NC river basins (Cape Fear, Watauga, and New) as part of the DWR's rotating basin monitoring cycle. Augmentation of the NC fish tissue contaminant database through re-visits of approximately 10 historic fish-mercury sites which will be subject to DPH human risk assessments.

Travel Required to Accomplish Duties: Yes, Out of town overnight travel is required to sample western and far eastern waterbodies to gain adequate time for sampling away from Raleigh. A DWR travel authorization will be acquired for the intern and the intern would be reimbursed for his or her travel expenses (hotel/meals) following overnight trips, just like all other traveling state employees. No out of state travel is required for this internship.

Anticipated Work Schedule: Weekdays/M-F & Evenings

#34 (1) Raleigh

N.C. Groundwater Quality Data Analysis and Communication, Water Resources

Major(s): Geology, Earth science, Environmental Science, water related majors (Hydrology, Water Resources, etc.), Communications, Journalism, Science Communication, Environmental Chemistry, Data Science, Statistics, Computer Science, GIS, Web Development/Design.

Project Objective: 1-Effective communication of ambient groundwater quality data to the public in a web-based application. 2-Use groundwater data to improve our understanding of coastal plain aquifers. The intern will work with the Groundwater Quality staff to develop data analysis and web visualization processes that present the current groundwater quality data to internal and public audiences in a meaningful way. Analyses and visualizations could pertain

to drinking water, surface water-groundwater interactions, comparing groundwater chemistry in different aquifers, GIS mapping of groundwater chemistry, etc.

Major Tasks: Utilize the ambient groundwater quality data collected by GWMB staff to answer questions about groundwater aquifers in the NC Coastal Plain, research data analysis products by DWR, USGS, and EPA to determine how DWR should present data to the public. Intern will also make recommendations on or develop web-based communication of water quality data (e.g. data visualizations, maps, graphics), assist in water quality field sampling, and assist in data management tasks as we transition to an enterprise level database.

Final Product or Outcome: 1-Recommendations or products of sampling data results for the DWR website. 2-Report on results of data analyses.

Travel Required to Accomplish Duties: Yes, Occasional day trips to sample wells within two hours of Raleigh.

Anticipated Work Schedule: Weekdays/M-F

#35 (1) Raleigh

Communications and GIS Intern, Water Resources

Major(s): Communication Studies, Communications, Public Relations, Journalism, Advertising/Marketing, Environmental Studies/Science, English, Multimedia, Strategic Communication, Geography.

Project Objective: The intern will work with Albemarle-Pamlico National Estuary Partnership (APNEP) staff to create and update communications tools on the APNEP website in order to help us better communicate our organization's work to the public. This internship will involve webpage design, writing original content based off of scientific and technical information, graphic design, video production, and utilizing ArcGIS Online.

Major Tasks: The intern will learn how to use ArcGIS Online and ESRI Storymap. Primarily, the intern will use ArcGIS Online, as well as written and visual information about APNEP projects, to create an interactive map of the Albemarle-Pamlico region that showcases APNEPs projects and initiatives. In addition, the intern will create ESRI Storymaps and other communications products as needed to assist with APNEP communications and outreach.

Final Product or Outcome: Understanding of ArcGIS Online and ESRI Storymap tools, as well as experience utilizing those tools to create effective communications products for a general audience. Experience working with both scientists, communications specialists, and managers to synthesize and promote organization accomplishments, impacts, and outcomes.

Travel Required to Accomplish Duties: Yes, occasional travel within the Albemarle-Pamlico region (eastern North Carolina) may be required.

Anticipated Work Schedule: Weekdays/M-F

#36 (1) Raleigh

Scientific Communications Intern, Water Resources
Major(s): Agricultural, Biological, or Environmental, Fisheries or Earth Sciences, City & Regional Planning, Ecology, Entomology, Environmental Engineering, Environmental Studies, Forestry, Geographic Information Systems, Communications, Public Information, Statistics, Natural Resource Management

Project Objective: Building upon previous Division work, explore possibilities for applying water quality report cards to different ecoregions and/or watershed sizes. Synthesize existing data from the Division and its partners into a concise, visually appealing, easy to understand format that is accessible and useful to diverse audiences. Report cards will be used by the Division to communicate scientific data to technical and non-technical audiences so that they understand the water quality in their neighborhoods and can use that information to protect, restore, and research water quality where needed.

Major Tasks: Intern will be involved in all levels of project design and evaluation, including product design, analyzing effectiveness of communication, and final production. Intern will be responsible for synthesizing data and utilizing the template(s) that they create to generate one or more water quality report cards. Based on this experience, intern will make suggestions for future development and application of water quality report cards in NC.

Final Product or Outcome: Opportunity to become familiar with the State's expansive water quality dataset and utilize those data to create a message. Final products will be one or more completed report card(s) and template(s) for the Division to use in creating report cards for different areas of the state. Intern will gain hands-on experience in effectively communicating written technical information to diverse audiences and will have a product to use as a professional portfolio piece. Depending on the intern's college program, the project may be able to contribute to an academic requirement, such as a senior or master's project.

Travel Required to Accomplish Duties: No

Anticipated Work Schedule: Weekdays/M-F

#37 (1) Raleigh

Algal Monitoring Research and Development Intern, Water Resources

Major(s): Biology, Zoology, Ecology, Environmental Science, Natural Resources, or any related natural science field

Project Objective: Assist DWR Algal Program staff to investigate emerging technologies in algal monitoring. Intern will research, develop and test applications of FlowCAM Fluid Imaging Technologies for algal identification and enumeration and its potential for integration into DWR Algal Monitoring Program Standard Operating Procedures.

Major Tasks: The intern would collaborate with Water Sciences staff and NC State University Plankton Ecology lab to develop methodology for the use of FlowCAM Technology in NCDWR Algal Monitoring Program. Intern would first identify, image, and document common North Carolina algal species to develop photo interactive photo library for staff/public use. The intern would then work with

NC State staff to develop a working FlowCAM photo database for algal identification in Jordan Lake. Intern would be responsible for documenting the process as a Standard Operating Procedure for use by WSS staff and NCSU Plankton Ecology Lab.

Final Product or Outcome: Intern will produce 1) an interactive photo library of common algal species in North Carolina, 2) a working FlowCAM photo database for use in phytoplankton analysis of Jordan Lake and accompanying SOP, and 3) a short report that summarizes the potential for integration of FlowCAM technology into the NCDWR Algal Monitoring Program

Travel Required to Accomplish Duties: No

Anticipated Work Schedule: Weekdays/M-F

#38 (1) Raleigh

Water Quality Database Modernization and Optimization, Water Resources

Major(s): Computer Science; Environmental Science; Data Science; Statistics; Any of the core natural or physical sciences

Project Objective: Optimize database that houses the Division's ambient water quality monitoring data.

Major Tasks: Intern will assist Division staff with database redesign and implementation. Once the new database is designed and functional, intern will assist in migrating existing data. Opportunities exist to create software tools for data-flow, web queries, and statistical analysis depending upon intern's interests.

Final Product or Outcome: Internship offers an opportunity for a student to become familiar with the State's expansive water quality dataset and create an improved, unified database that will allow the Division to better serve the needs of its customers. This project will allow intern to create or expand code portfolio.

Travel Required to Accomplish Duties: No

Anticipated Work Schedule: Weekdays/M-F

#39 (1) Raleigh

Research Assistant to the Secretaries' Science Advisory Board (SAB), Water Resources

Major(s): Toxicology, Chemistry, Biology, Environmental Science, Environmental Engineering, Chemical Engineering, Epidemiology, Statistics

Project Objective: This internship is intended to provide research of and analysis support to the work of the Science Advisory Board (SAB). The work of the SAB assists both DEQ and DHHS in maintaining clean water, air, and land that in turn protects the public's health and the environment.

Major Tasks: The intern will conduct literature reviews of emerging chemical contaminants and provide science-based information to help coordinate and document the work of the SAB.

Final Product or Outcome: Based on the research and analyses performed, the intern will be expected to provide materials for recommendations on concentrations of contaminants for the SAB's consideration. The research conducted by the intern will inform the recommendations the SAB submits to the Environmental Management

Commission to control emerging contaminants to protect human health and the environment.

Travel Required to Accomplish Duties: Yes, potential travel to meetings at state agencies in the Raleigh area.

Anticipated Work Schedule: Weekdays/M-F

#40 (1) Raleigh

DWR Water Resources Development Grant GIS & Digital Program Integration, Water Resources

Major(s): Geographic Information Systems, Geospatial Information Science and Technology, Biology, Ecology, Environmental Science, Environmental Engineering.

Project Objective: Help meet requirements of N.C.G.S. 143-215.70 by modernizing the program administration of the Water Resource Development Grant (WRDG) to be more efficient, effective and transparent.

Major Tasks: Transformation of existing spreadsheets of WRDG projects dating back to the late 1980's into a geospatial data layer, transfer of historical data into a master Access database, and conversion of existing paper files into a digital format. Intern will also have the opportunity to join WRDG Program Manager for site visits to project sites throughout the state.

Final Product or Outcome: Intern will gain practical experience with the creation of a fully-integrated geospatial data clearinghouse that will significantly improve program administration for internal and external stakeholders. This database will allow for the rapid analysis of program data, creation of summary reports, integration with larger-scale DWR water resource priorities, better quantification of the economic, environmental, social and regional benefits this program has provided since its inception, and the ability to effectively communicate these benefits to all stakeholders in a visual, Web-based format.

Travel Required to Accomplish Duties: Yes, locally within Raleigh for meetings and across the state for site visits.

Anticipated Work Schedule: Weekdays/M-F

#41 (1) Raleigh

Integrated Water Management Project Compendium, Administration

Major(s): Engineering, Planning, Environmental Management, Natural Resource Management, Economics, Construction Management, Sustainable Development, Government Relations/Administration

Project Objective: This internship is designed to identify and catalog water infrastructure projects that help communities manage storm water, waste water, and drinking water sources in an integrated manner rather than as separate and unrelated community needs.

Major Tasks: The intern will identify projects based on specified criteria; work with various professionals to quantify project costs plus economic, environmental, and social benefits; and summarize each project's design, planning, and performance elements.

Final Product or Outcome: The work completed will be compiled and used as a resource to promote integrated water management throughout the state. This resource will provide valuable information to help developers, municipal

planners, and others inform land and water management practices for their benefit and that of their communities.

Travel Required to Accomplish Duties: No

Anticipated Work Schedule: Weekdays/M-F

#42 (1) Raleigh

Information Technology Projects for Public Information and Data Sharing, Administration

Major(s): Computer Science, Computer Engineering, Information Technology, Computer Programming, Environmental Management, Communications, Public Relations, Graphic Design, Applied Sciences.

Project Objective: This internship is designed to enhance the NC Department of Environmental Quality's engagement with the public through environmental data sharing and public information initiatives.

Major Tasks: The intern will assist with the collection and presentation of various types of data, preparation of geographically-referenced maps, and website development.

Final Product or Outcome: Work completed will lead to the development of an online environmental monitoring repository to which the public can contribute ambient conditions and report environmental emergencies.

Additional deliverables will include infographics to help communicate information to researchers, decision-makers, and the general public.

Travel Required to Accomplish Duties: No

Anticipated Work Schedule: Weekdays/M-F

GENERAL ASSEMBLY

#43 (1) Raleigh

Legislative Internship with the N.C. House of Representatives, House of Representatives,

Major(s): Political Science, Communications, Public Relations, Public Policy, History, International Policy, International Studies, Global Studies.

Project Objective: Assist in maintaining the assigned member's legislative office in a manner that provides guidance and resourceful information to constituents from within the member's respective district.

Major Tasks: Assist legislative staff, interacts with constituents, track legislation for future outreach, assist with social media, provide administrative support, and serve as a liaison between the respective member and various offices.

Final Product or Outcome: The intern would leave with knowledge of how state government operates as a result of a first-hand and interactive experience gained throughout the duration of the internship. They will acquire a working knowledge of state government, the legislative process and constituent relations.

Travel Required to Accomplish Duties: Yes

Anticipated Work Schedule: Weekdays/M-F

#44 (1) Raleigh

Legislative Research Assistant, North Carolina Senate

Major(s): Law, Public Administration; Political Science; Public Policy; English; Communications

Project Objective: The main objective of the internship assignment will include researching proposed or pending public policy issues, assisting with constituent Services,

attending Senate member's committee meetings Tuesdays through Thursday as well as daily Senate session.

Additionally, the intern will assist staff in representing the Senate office to the public. Other duties will be required as requested by assigned Senator and his/her staff.

Major Tasks: Overall tasks will focus on data/information research and compilation of legislative issues, resolving constituent concerns, liaison and public communications, and a compilation of writings for Senate office.

Final Product or Outcome: Enhanced information learned about Legislative, State government and the committee processes, extensive training in communication skills through collaboration with state officials on constituent matters and gains the ability to interpret rules pertaining to Senate Legislative session. Additionally, writing skills are improved.

Travel Required to Accomplish Duties: No

Anticipated Work Schedule: Weekdays/M-F

HEALTH AND HUMAN SERVICES

#45 (1) Morganton

Broughton Hospital Junior Mentor Program Intern, Division of State Operated Healthcare Facilities, Broughton Hospital

Major(s): Clinical Psychology, Psychology, Human Services, Social Services, Social Work, Sociology, Special Education

Project Objective: The Broughton Hospital Junior Mentor Program is specifically designed to meet four core objectives; to educate youth about mental illness, foster mental health advocacy, develop career interest in psychiatric healthcare, and provide a service-learning opportunity through volunteerism.

Major Tasks: Responsible for general management of youth participants and coordination of program. Research and prepare lesson plans, activities and events to teach students about mental illness, psychiatric care, advocacy organizations, and NC's mental healthcare system. Assist hospital department directors and staff in developing "department specific" mentoring activities that enhance each student's learning experience. Explore partnerships with community agencies and advocacy organizations to schedule guest speakers and events. Perform operational duties that include reviewing and updating handbooks, program policies, surveys, assessments, and other program materials.

Final Product or Outcome: Upon completion of this program, students and interns alike will have acquired a greater knowledge and understanding about mental healthcare to become strong advocate leaders for mental health within their schools, colleges, universities and community.

Travel Required to Accomplish Duties: Yes, within local region for program day activities.

Anticipated Work Schedule: Weekdays/M-F

#46 (1) Morganton

Volunteer Program, Division of State Operated Healthcare Facilities, J. Iverson Riddle Developmental Center

Major(s): Communication, Sociology or other Human Service fields – Social Work, Psychology, Education or Special Education, Recreation, Non-Profit Management, Business

Project Objective: The Volunteer program matches youth-aged volunteers with staff and/or residents at J. Iverson Riddle Developmental Center - a residential facility for people with intellectual disabilities. The objective of this summer-volunteer project is to educate the youth about people with disabilities and to expose them to how the residents live their day-to-day lives. The program teaches the youth job skills, increases self confidence and promotes volunteerism within the community. The intern would assist in the program by directly managing the program with the Volunteer Coordinator responsible for the Volunteer Program.

Major Tasks: The intern is responsible for the general management of a diverse group of 50-60 youth involved in the program. This involves monitoring the Volunteers' daily activities; being a mentor/role model for the youth; matching the youth to volunteer sites; coordinating weekly meetings, field trips, lectures and special events; developing an e-newsletter for Volunteers and supervisors; evaluation of the program; managing the program's budget; and record-keeping (documenting volunteer hours, etc.). The intern will document the program through video and/or photographs. and create a video scrapbook that will be used for reflection, as an educational tool, and to be shown at an end-of-summer recognition.

Final Product or Outcome: The outcome of the "Volunteer" program, for which the intern will be directly responsible, is to provide career exploration, positive job skill development, awareness of intellectual disabilities and to provide a safe and educational environment for the youth. The tangible product for the intern will be the video scrapbook reflecting different job sites and the experiences of the youth volunteers.

Travel Required to Accomplish Duties: No

Anticipated Work Schedule: Weekdays/M-F

#47 (1) Butner

Junior Volunteer Coordinator, Division of State Operated Healthcare Facilities, Central Regional Hospital

Major(s): Education, Human Services, Psychology, Public Relations, Recreation, Social Work, Sociology, Nonprofit Management

Project Objective: Provide a summer enrichment program for community high-school volunteers at Central Regional Hospital, an acute in-patient psychiatric facility. Coordinator will plan engaging/educational activities for junior volunteers to include: a better understanding of mental illness therefore reducing the stigma associated with mental illness, interaction with patients daily and planning parties for the children and geriatric population.

Major Tasks: Coordinate an enrichment program for a diverse group of community high school volunteers. While

working with multiple disciplines throughout the hospital, the coordinator will plan and implement: an educational program to prepare volunteers to engage in therapeutic activities with patients, special patient events for the children and geriatric units, schedule presenters to share career opportunities, engaging learning activities to develop team building and leadership skills, a service-learning project and recognize volunteers for their service.

Final Product or Outcome: The coordinator will have an interactive educational experience in an in-patient psychiatric facility serving children, adolescents and adults including: work with patients in a therapeutic setting, understand admission process, explore career opportunities, experience program development and impact while developing organizational and leadership skills. The coordinator will create a media project reflective of this program and a portfolio that will be used as a training tool/guide for future coordinators.

Travel Required to Accomplish Duties: Yes, Limited (around Butner area to secure supplies and accompany volunteers on field trips). Additional travel within Raleigh – Durham area for field trips and educational meetings. State vehicle is used for most activities.

Anticipated Work Schedule: Weekdays/M-F

#48 (1) Butner

Education: Creating Reading Supports and Analyzing Data, State Operated Healthcare Facilities, Murdoch Developmental Center

Major(s): Education; Special Education; Psychology; Speech-Language Pathology; Communication

Project Objective: To implement reading supports and assistance to residential school principal in researching, designing and implementing a reading/literacy summer program. The program works with students with various learning disabilities. Our program believes that All Students Can Learn; this project is designed to support this belief through intensive research-based interventions.

Major Tasks: Compile research on effective reading strategies; Provide written reports on research analysis of interventions; Assess students reading skills; Create reading tutoring schedule; Provide 1-1 and small group reading intervention sessions; Collect and analyze data performance trends; Conduct professional meetings to share data results.

Final Product or Outcome: Data analysis of effective reading strategies; Anticipated increase in student reading skills

Travel Required to Accomplish Duties: No

Anticipated Work Schedule: Weekdays/M-F

#49 (1) Butner

MDC IT Intern, State Operated Healthcare Facilities, Murdoch Developmental Center

Major(s): Computer Science, Business Management, Math, Engineering, Information Science

Project Objective: Expand Intern experience and skills in applied IT technologies in DHHS Direct Health Care facility. Hands on experience with hardware, end user support,

HIPAA privacy and security concerns and work order system.

Major Tasks: Update computer and server hardware and software, assist in hardware and software service changes and troubleshooting, assist in service and moves, adds and changes documentation. Interact with users to solve problems of connectivity.

Final Product or Outcome: Intern will have expanded skills and experience and better understanding of opportunities and challenges in IT technology deployment and management in DHHS direct services mission.

Travel Required to Accomplish Duties: No

Anticipated Work Schedule: Weekdays/M-F

#50 (1) Raleigh

Office of the Internal Auditor Intern, Office of the Internal Auditor, Compliance,

Major(s): Accounting, Business Administration / Management

Project Objective: The Enhancing Accountability in Government through Leadership and Education (EAGLE) Project is the internal controls program of the Office of the State Controller. Similar to Sarbanes-Oxley (SOX) efforts for publicly traded companies, the EAGLE Project is required to report on standards, policies and procedures implemented within NC State operations by documenting, testing and evaluating internal controls within each state agency to ensure standards are being met; policies are being followed and procedures are being carried out per management and governmental regulation's intentions. OIA's Compliance team is primarily responsible for DHHS's EAGLE compliance efforts, and OIA has IT, Performance, Investigation, and Risk Mitigation and Audit Monitoring (RMAM) groups that are tasked with conducting or following up on various audits of other grants, programs, or business operations.

Major Tasks: The intern will review internal control documentation, gain an understanding of and document control processes, prepare work papers, perform control testing, evaluate the results of those tests, and assist in communicating the results to management. As OIA workloads and circumstances vary, the intern will work with all OIA teams in varying degrees.

Final Product or Outcome: The intern will present their completed work product to the various audit seniors and managers in each of the OIA teams.

Travel Required to Accomplish Duties: No

Anticipated Work Schedule: Weekdays/M-F

#51 (1) Raleigh

Assistive Technology Services for Individuals with Disabilities, Vocational Rehabilitation

Major(s): Medical Textiles, Rehab Engineering, Rehabilitation, Psychology, Business, Special Education, Educational Technology

Project Objective: To assist with the intake process serving individuals with disabilities across all ages and function areas around assistive technology. Intern will interface with a variety of positions within the Division of Vocational Rehabilitation Services including Rehabilitation

Counselors, Speech Language Pathologists, Engineers, and Assistive Technologist. This position will be located primarily at the state office in Raleigh, NC, located on Dix Campus. However, the intern will have the opportunity to work in the AT Lab, also located in Raleigh. Field experiences will include attending strategy meetings, participating in on-line video creation, observing assessments and trainings, and interacting with referring parties including physician offices, therapists, family members, individuals, schools, and others.

Major Tasks: Become knowledgeable of Assistive Technology services, and equipment. Provide information to the public about loaner equipment, services, intake process, referral process, and status of services. Work on special projects secured by the Assistive Technology Program including creating of videos, trainings, and other service delivery methods. Duties will include: phone intakes, data entry, problem solving, AT device training, video production, and trouble-shooting devices.

Final Product or Outcome: Greater online resources in the area of assistive technology for individuals across the state.

Travel Required to Accomplish Duties: No

Anticipated Work Schedule: Weekdays/M-F

#52 (1) Raleigh

DHHS Government Affairs Intern, Office of the Secretary

Major(s): Healthcare, Public Policy, Political Science, Economics or other related majors.

Project Objective: The Office of Government Affairs is housed in the Office of the Secretary and serves as the primary point of contact for legislators, legislative staff, stakeholder groups, and other parties interested in the Department's legislation and policy. The Office of Government Affairs also contains the Department's Constituent Services, which responds to legislative and public requests for information and assistance on Department operations and programs.

Major Tasks: Conduct research into details of legislative proposals relating to DHHS areas of interest currently under consideration by the legislature. Attend legislative committee meetings, monitor and track bill progress through the legislature, observe committee deliberations, and assist Office of Government Affairs staff in handling legislation of interest to the Department. Interact with legislators' offices and staff and central legislative staff (Bill drafting, fiscal analysis, legislative analysis) to respond to requests and assist with Department needs. Conduct in-depth research on a topic of their choosing, from among an assortment of topics identified as being of value to the Department, as approved by Office Director.

Final Product or Outcome: Monitor and work on legislation pertaining to any area under the Department's authority, attending legislative committees, assisting with legislative reports and working directly with DHHS Divisions/Offices on these.

Travel Required to Accomplish Duties: No

Anticipated Work Schedule: Weekdays/M-F

#54 (1) Raleigh

NC Medicaid Transformation Intern, Office of the Secretary

Major(s): Healthcare, Public Policy, Political Science, Economics or other related majors.

Project Objective: Intern will work with DHHS Secretary's Office, Division of Health Benefits and Division of Medical Assistance to facilitate the review, summary and evaluation of stakeholder feedback and response related to the implementation of Medicaid Managed Care in NC.

Major Tasks: Passion for figuring out how to best contribute to the health and well-being of the more than 2 million North Carolinians, including some of our most vulnerable populations, who receive benefits or services from our Department. General knowledge of the American healthcare and health insurance landscape (preferred). General knowledge of nuts and bolts of government programs related to health insurance (e.g., Medicaid) and/or to social service supports (e.g., SNAP, TANF). Experience with Microsoft Office applications. Excellent written/verbal communication. Ability to read, analyze, and interpret general business, government regulations, etc. Demonstrated experience in data collection, entry, analysis and report generation. Ability to plan, multi-task, and manage time effectively; must be diligent and proactive.

Final Product or Outcome: This internship will allow interns to learn policy, procedures, and project techniques and perform meaningful tasks that are valuable and necessary to DHHS' supported programs. This internship will allow for the opportunity for the intern to perform duties that are progressively difficult and complex work with a great team. General duties will complement academic learning, and develop critical experiences through on-the-job training for eventual entry of the student into the full-time workforce.

Travel Required to Accomplish Duties: No

Anticipated Work Schedule: Weekdays/M-F

#55 (1) Raleigh

DHHS Budget & Analysis Intern, Office of the Secretary

Major(s): Business, Analytics, Accounting, Public Policy, Economics or other related majors.

Project Objective: The Division of Budget and Analysis (B&A) resides as a support division and is organized within the DHHS Office of the Secretary and oversees the development and execution of the Department's budget through the provision of planning, guidance, support and coordination to the department and its various divisions and offices. In addition, B&A:

- Provides objective, accurate, and timely analysis with respect to planning and evaluation of fiscal/budget, legislative and measurable service performance, to enhance the efficiency, effectiveness and return on investment of DHHS services.
- Leads DHHS Strategic Planning efforts and the ongoing development, reporting and validation of strategic Departmental performance and return on investment;
- Prepares information, analyses and evaluation of departmental issues; and develops innovative solutions to

challenging problems impacting budgets, programs and policies; and provides budget oversight and management assistance in administering the budget for the Office of the Secretary (also called Central Management and Support).

Major Tasks: Will learn to run/generate budget reports from the State's budget, accounting (such as IBIS and NCAS) and reporting system (EXTND); as well as other systems.

Assist with the gathering and review of budget reports and data. Will develop spreadsheets to gather/track/analyze and report data as requested with emphasis on completeness, accuracy and conformance to policy. Perform research on issues or topics in support of the budget process and responses to inquiries from multiple sources. Will develop research or information reports based on financial and data analysis. Review and evaluate grant funding opportunities and assess linkage of funds to program/service effectiveness in meeting goals and objectives.

Track/analyze/report issues and key factors that have an impact on the performance goals and objectives of the Department by identifying and interpreting relevant data. Assist with the review and formulation of design changes for the public view of the Department's performance management system for increased usability and user-friendly approach. Assist with the further development of key dashboards and scorecards for the Performance Management System. Assist with other budget and analysis duties as assigned.

Final Product or Outcome: The work will be in the field of budget administration, program performance and policy analysis as related to the budget for the department's 263 services. As such, this internship will provide opportunities to learn about state government budgeting, performance measurement and management strategies as well as learning about the Department's performance management tool.

Travel Required to Accomplish Duties: No

Anticipated Work Schedule: Weekdays/M-F

#56 (1) Raleigh

Communications Assistant Intern, Office of the Secretary

Major(s): Communications, Journalism, Marketing or other related majors.

Project Objective: The Office of Communications is the central press, public relations, marketing and communications section for DHHS. Through outreach materials, news releases, interviews, fact sheets, web pages and other publications, the staff in this unit helps the public understand programs and issues. This office is the liaison with the news media and assists departmental staff with development of media and communications strategies to handle special events, crisis and other communication to citizens and key stakeholder groups.

Major Tasks: • Research and write features about DHHS staff for external and internal newsletters, review outgoing communications for style and grammar, gather news clips make updates to the website and contribute to social media efforts, shoot photos and/or video related to DHHS activities, and other duties as assigned

Final Product or Outcome: The intern will have the opportunity to develop a variety of media products, to

include newsletter stories, website content, press releases that follows accepted journalistic standards, including Associated Press style.

Travel Required to Accomplish Duties: No

Anticipated Work Schedule: Weekdays/M-F

INFORMATION AND TECHNOLOGY SERVICES

#57 (1) Raleigh

Auditor Intern, Internal Audit

Major(s): Information Systems and/or Accounting

Project Objective: To perform audit services, which cover general control reviews, security and vulnerability assessments, financial and performance reviews accordance with audit standards, guidelines and best practices.

Major Tasks: Assist Auditor(s) during audits, gather and analyze information, identify potential problems and suggest recommending a solution, understand laws and regulations as they apply to compliance assessments and assist in technical IT reviews.

Final Product or Outcome: The internship program introduces audit to the intern, process improvement recommendations, suggest design improvements of forms (where needed).

Travel Required to Accomplish Duties: No

Anticipated Work Schedule: Weekdays/M-F

JUDICIAL

#58 (4) Raleigh

Judicial Summer Intern, Justices of the Supreme Court of North Carolina

Major(s): Law (must have completed first year of law school)

Project Objective: Provide law students with opportunity to intern for a Supreme Court Justice. Interns assist law clerks in research and writing of memoranda for Justices of the Supreme Court to help resolve and decide cases pending before the Supreme Court.

Major Tasks: Read and comprehend petitions, appellate briefs, and records on appeal filed with the Supreme Court. Research appropriate legal arguments and issues for pending cases. Prepare bench briefs for cases scheduled for argument. Discuss cases with the Justice and law clerks. Complete special projects as requested by the Justice or law clerks. Write memoranda on legal issues as specified by the Justice or law clerk.

Final Product or Outcome: Bench briefs and completed memoranda.

Travel Required to Accomplish Duties: No

Anticipated Work Schedule: Weekdays/M-F

#59 (3) Raleigh

Summer Intern for Court of Appeals, Appellate

Major(s): Law Students

Project Objective: Assist in research and writing of memoranda for judges of the North Carolina Court of Appeals for use in resolving and deciding cases.

Major Tasks: Read and digest Record on Appeal and Appellate briefs. Research appropriate legal arguments and issues. Discuss cases with Judges and Research Assistants. Assist in preparation of draft opinions and bench briefs. Check legal citations in draft opinions.

Final Product or Outcome: Draft opinions, bench briefs, and other legal memoranda.

Travel Required to Accomplish Duties: No

Anticipated Work Schedule: Weekdays/M-F

LABOR

#60 (1) Raleigh

Agricultural Safety Trainer, Occupational Safety and Health

Major(s): Spanish, Pre-Med, MSW, Public Health, International Studies, Communications.

Project Objective: Project translator – translations from English to Spanish, both during on-farm training, and during farm inspections. Assistance is also needed creating publications that go out to the farm community, both to growers and to farmworkers.

Major Tasks: Assist with on-farm training events at several sites in NC.

Final Product or Outcome: Knowledge of rural North Carolina and of the farm population, production of a agricultural safety document/publication, such as The Cultivator, that can be distributed to agricultural groups.

Travel Required to Accomplish Duties: Yes, weekly in state, transportation provided or mileage reimbursement provided.

Anticipated Work Schedule: Weekdays/M-F

NATURAL AND CULTURAL RESOURCES

#61 (1) Greenville

Digitizing X-ray Films and Updating Records for Artifacts from Queen Anne's Revenge, Historic Resources; Queen Anne's Revenge Conservation Lab

Major(s): Anthropology, Archaeology, History, Library Science, Photography, Museum Studies, Public History, Conservation, Maritime History, Maritime Studies

Project Objective: To increase access to and usability of x-ray images of artifacts from Blackbeard's flagship Queen Anne's Revenge, archaeological site 31CR314, for public education/outreach, researchers, and staff.

Major Tasks: Working under the direction of QAR conservator and lab manager: 1) Produce digital records of x-ray films now in the QAR collection. 2) Organize and implement the digitization of an agreed upon subset of the overall collection. 3) Ensure proper organization of digital image collection. 4) Enter data into artifact database accordingly. 5) Aide in transferring artifact data to new Proficio database as needed.

Final Product or Outcome: The resulting digital collection will help QAR Lab staff: to better manage existing data; to assist in preparing outreach information and educational presentations; to facilitate student, public, and professional research on the Queen Anne's Revenge shipwreck site; to ensure the longevity of x-ray films as a digital record of QAR artifacts

Travel Required to Accomplish Duties: No

Anticipated Work Schedule: Weekdays/M-F

#62 (1) Raleigh

"She Changed the World" Social Media Campaign, Administration

Major(s): Marketing, Social Media, Communications, History, Digital Media, Creative Writing

Project Objective: The objective of this project is to create a social media strategy, editorial calendar, and online content for "She Changed the World: North Carolina Women Breaking Barriers" commemoration from May 2019 – 2020 recognizing women earning the right to vote, and other historical moments in North Carolina women's history. The purpose of this commemoration is to engage with a different audience than usual – to inspire young girls to achieve, by providing them with stories and examples of North Carolina women who have "broken the barrier."

Major Tasks: The intern will work with the Office of State Archives and History to collect pertinent digital images related to the commemoration. Additionally, the intern will audit our website for online content related to the commemoration and organize it for later use. The intern will work with the digital marketing manager to layout an editorial calendar highlighting exhibits, events, and programs across the state related to the commemoration. With the information and content gathered from the above the intern will create a social media strategy.

Final Product or Outcome: A social media strategy integrating digital marketing techniques and best practices. The intern will not only learn about North Carolina women's history, but also explore ways of using online media to tell a story.

Travel Required to Accomplish Duties: Yes, some light travel for occasional meetings offsite.

Anticipated Work Schedule: Weekdays/M-F

#53 (1) Asheboro

Wildlife Rehabilitation Internship, NC Zoo; Veterinary/VHS Wildlife Rehabilitation Center

Major(s): Pre-Vet, Veterinary Technician, Zoo Keeper, Animal Sciences, Biology or other related field

Project Objective: The primary objective is to provide routine daily care for sick, injured and orphaned native wildlife in a condition that will minimize stress and maintain wild behaviors, in preparation for their release back into the wild.

Major Tasks: The intern's duties include preparation of diets, cleaning cages, admitting patients, feeding animals, handling wildlife patients for care answering phones and record keeping. Interns will also have the opportunity to assist with veterinary medical tasks, such as administering medications, physical therapy, assisting with radiographs

and surgeries, as well as, perform treatments as ordered by Veterinary staff. Additionally, the intern will assist in the care of the center's resident foster/ education animal collection. Other projects may include caging repair and maintenance, grounds-keeping, and enrichment.

Final Product or Outcome: Participation in special projects to be determined at time of internship; Internship is accredited by the International Wildlife Rehabilitation Council and interns will receive a certificate upon successful completion of their internship.

Travel Required to Accomplish Duties: No

Anticipated Work Schedule: Weekdays/M-F

#63 (1) Corolla

Wildlife Educator – Outer Banks Center for Wildlife Education, Wildlife Education; Outer Banks Center for Wildlife Education

Major(s): Wildlife/Wildlife Biology, Biology, Fisheries, Science Education, Zoology, Natural Science, Natural Resource Mgt., Parks and Recreation, Conservation Biology, Environmental Education, Environmental Science, Marine Biology

Project Objective: This position will work closely with OBCWE to assist in the implementation of educational programs based at the Center and nearby natural spaces. Programs are designed to facilitate the conservation of the state's wildlife and interrelated natural resources and the environment humans share with them. Programs focus on hunting and fishing heritage, wildlife diversity, and citizen science initiatives.

Major Tasks: Teaching wildlife education programs and visitor enhancements through activity carts to visiting families. Typical program topics include outdoor skills classes, such as fishing, crabbing, kayaking, archery, and wildlife topics, such as dragonflies, sea turtles, birds, frogs, etc.

Final Product or Outcome: Increase number of education and conservation experiences that can be offered free to the public. Intern will gain experience in a non-formal setting teaching children and adults hands-on programs, gain knowledge and experience in wildlife education and conservation, and gain experience in public speaking.

Travel Required to Accomplish Duties: Yes; average 1-2 trips to the beach a week approximately 1-20 miles from the Center.

Anticipated Work Schedule: Weekdays/M-F, Weekends, and Evenings – typical schedule is 8:30am – 5:00pm Tuesday – Saturday with occasional evening work.

#64 (1) Pisgah Forest

Wildlife Educator- Pisgah Center for Wildlife Education, Wildlife Commission; Pisgah Center for Wildlife Education

Major(s): Wildlife/Wildlife Biology, Biology, Fisheries, Science Education, Early Childhood, Education, Zoology, Natural Science, Natural Resource Mgt., Parks and Recreation, Conservation Biology, Environmental Education, Secondary Education, Elementary Education

Project Objective: The primary purpose of Wildlife Education is to administer and coordinate educational programs designed to facilitate the conservation of the

state's wildlife and other interrelated natural resources and the environment humans share with these resources. The intern will teach existing programs to the Pisgah Center for Wildlife Education's program participants and interpret the exhibits to the center visitors.

Major Tasks: Teaching wildlife education programs to children (PreK-High School) including fishing programs and visitor enhancements through exhibit interpretation.

Final Product or Outcome: Increase number of education programs that can be offered free to the public. Intern will gain real world experience in a non-formal setting teaching children and adults hands-on programs, intern will gain knowledge in wildlife education, intern will gain experience in public speaking, intern will become valued member of PCWE team. Intern will understand the importance of the North Carolina Wildlife Resources Commission's mission, which is "to conserve North Carolina's wildlife resources and their habitats and provide programs and opportunities that allow hunters, anglers, boaters, and other outdoor enthusiasts to enjoy wildlife-associated recreation."

Travel Required to Accomplish Duties: No

Anticipated Work Schedule: Weekdays/M-F and Weekends— typical schedule is 8:00am – 5:00pm Monday – Friday for 2 weeks followed by Tuesday – Saturday for 2 weeks. It rotates for 10 weeks.

#65 (1) Winnabow

Historic Interpreter I, Historic Sites; Brunswick Town/For Anderson

Major(s): History, Public History, Museum Studies, Education

Project Objective: The purpose of this project is to provide unique educational opportunities at Brunswick Town/Fort Anderson State Historic Site through the use of guided costume tours, living history, outreach, visitor services, and exhibit development.

Major Tasks: The intern will assist members of BT/FA's permanent staff by conducting costumed tours and presenting living history interpretive programming; participating in visitor services; researching and writing articles for the site newsletter; and assisting with exhibit development.

Final Product or Outcome: At least two articles for the site newsletter, and refined visitor services and programming. Intern will also gain invaluable experience working on a broad range of task in a museum/historic site setting.

Travel Required to Accomplish Duties: No

Anticipated Work Schedule: Weekdays/M-F, Weekends, and Evenings

#66 (1) Kinston

Educational Programming and Visitor Services Intern, Historic Sites; CSS Neuse Civil War Interpretive Center

Major(s): Business, History, Education, Public History, U.S. History, American Studies, Museum Studies

Project Objective: The intern will be asked to help develop comprehensive programs for homeschool/public school students, summer camp, adult groups, and scouts to complement changes to the facility and overall operations. They will have the option to create a lesson plan, pre/post

activities for teachers or they can pick two scout merit badges they want to research and develop, so we can offer that as an option to scouts. They will also be expected to help with visitor services and learn the history of the CSS Neuse and the basics of the Civil war in Eastern North Carolina.

Major Tasks: The intern will be asked to research and develop one new or expanded existing educational program to fit museum setting. Ideally, this will utilize exhibit displays or text. They will be asked to assist site interpreters with visitor services and developing plan to encourage increased visitation to the CSS Neuse Civil War Interpretive Center.

Final Product or Outcome: The intern will gain practical experience in developing education programming and expanding the reach of a museum beyond walk in visitation. They will also learn how to effectively interact with the public in a museum setting. The educational program developed by the intern is expected to be complete and ready to implement during the 2018-2019 school year.

Travel Required to Accomplish Duties: No

Anticipated Work Schedule: Weekdays/M-F and Weekends

#67 (1) Durham

Historic Interpreter, State Historic Sites; Duke Homestead

Major(s): American Studies, Anthropology, Archaeology, Archival Studies, Education, English, Folk Culture Studies, History, Library Studies, Museum Studies, Parks and Recreation, Public History

Project Objective: Duke Homestead preserves and interprets the history of the Duke family (namesakes of Duke University) and the American tobacco industry in the heart of Durham. The intern will be exposed to the many day to day tasks involved in running a small historic site and museum. They will gain new skills and experience necessary to enter the professional museum world.

Major Tasks: The Historic Interpretation intern will assist the site in visitor services, including giving the 45-minute guided tour and teaching history programs to visiting school groups. Specifically, the intern will be expected to take a role in planning, preparing for, and executing the site's summer and fall calendar of special events.

Final Product or Outcome: The intern will take the lead in planning and executing two "Family Outing," events, as well as writing the script for, planning, and executing one special day of "Mythbusting" tours during the summer. The intern will also take the lead in the historical research and outline for a fall living history event.

Travel Required to Accomplish Duties: No

Anticipated Work Schedule: Weekdays/M-F and Weekends

#68 (1) Bath

Period Planting and Gardening, NC Historic Sites; Historic Bath State Historic Site

Major(s): Agricultural, Horticulture, History

Project Objective: To research and create period appropriate gardens at the Bonner, and Van der Veer Houses.

Major Tasks: Research what types of plants would have been planted in Colonial and Antebellum Eastern North Carolina. Create a plan for the Van der Veer (1790), and Bonner House (1830) gardens detailing what types of plants should be planted and why. Create labels to go with each garden explaining to visitors why these particular plants are planted where they are. Develop a growing plan for the Van der Veer, Bonner House, and Palmer Marsh gardens to be implemented during the next growing season.

Final Product or Outcome: Growing plans for the Van der Veer, and Bonner House Gardens.

Travel Required to Accomplish Duties: No

Anticipated Work Schedule: Weekdays/M-F and Weekends

#69 (1) Kure Beach

Interpreter I, Historic Sites; Fort Fisher State Historic Site

Major(s): History, Public History, Elementary Education, Middle School Education, High School Education

Project Objective: The purpose of this project is to provide a better orientation and historical interpretation for school groups and our younger visitors to Fort Fisher State Historic Site. The internship will focus on the development and implantation of summer kid's activities. Every summer, Fort Fisher conducts kid specific interpretive programs aimed at bringing the history of the site to our younger visitors. In addition to the summer programs, interns will help with lesson plans and development of resources for school groups. Finally, the intern will be given the opportunity to conduct tours of the historic site in costume.

Major Tasks: 50% of the time will be devoted to planning and implementation of kid's activities, 35% will be devoted to lesson plans/ School groups, 15% will be devoted to visitor services.

Final Product or Outcome: The final project will be the creation of new programming for summer activities and assisting the redesigning of the school resource "teacher" packets. The intern will also gain invaluable experience working on a broad range of tasks in a museum/historic site setting.

Travel Required to Accomplish Duties: No

Anticipated Work Schedule: Weekdays/M-F and Weekends

#70 (1) Four Oaks

Bentonville Battlefield Hands on History Internship, Archives and History/Historic Sites; Bentonville Battlefield

Major(s): History, Public History, Museum Studies, History/Social Studies Education, American Studies

Project Objective: The intern will assist the Programs Coordinator with the planning and facilitation of a series of "hands-on" living history programs at Bentonville Battlefield during summer 2018. Interns will also take part in daily visitor services at Bentonville.

Major Tasks: To research activities conducive to the kind of program at Bentonville Battlefield. To assist with program publicity through press releases and social media. The intern will take part in the programs and train other staff members in the implementation of the hands-on activity.

The intern will learn the history of the site and conduct daily guided tours, greet visitors, answer questions, etc....

Final Product or Outcome: The intern will assist with conducting a "hands-on" program and gain valuable knowledge about the public history field while working at the largest State Historic Site in North Carolina.

Travel Required to Accomplish Duties: No

Anticipated Work Schedule: Weekdays/M-F and Weekends

#71 (1) Carolina Beach

Assistant Park Ranger, Parks and Recreation; Carolina Beach State Park

Major(s): Parks and Recreation, Environmental Science, Environmental Education, Marine Science, Biology

Project Objective: The object of this internship is to expose the Intern to a variety of experiences related to the daily operation of a NC State Park and to gain new skills and experiences that will assist them in the future.

Major Tasks: Intern will present weekly educational programs, including, but not limited to; hikes and talks to the general public, school groups, summer camps and other groups visiting the park; assist in the maintenance and upkeep of 8.5 miles of hiking trails, 70 tent campsites, four cabins, 9 full hook-up campsites, two bathhouses and a 25 table picnic area with restroom facilities; assist with various ongoing resource management projects, including invasive species removal and control, longleaf pine habitat restoration, and control burns; and the Intern may also assist with bird banding and sea turtle nest excavation.

Final Project or Outcome: The anticipated outcome of this internship will be new experiences and skills obtained along with a greater understanding of the operational procedures of a NC State Park. During the summer, the intern will work on a "Final Project", which will encompass knowledge and skills learned throughout the summer internship. Projects could be interpretive display, brochure, program, etc. The project type and theme will be determined midway through the internship.

Travel Required to Accomplish Duties: Yes

Anticipated Work Schedule: Weekdays/M-F, Weekends, and Evenings

#72 (1) Pinnacle

Natural Resource Management Intern, Parks and Recreation; Pilot Mountain State Park,

Majors(s): Biology, Forestry, Parks and Recreation Management, Ecology, Natural Resource Management/Conservation, any Natural Science based major would be suitable

Project Objective: To locate, map and treat invasive plant species at Pilot Mountain State Park. The intern in this position will use GPS and GIS to mark and map the locations of invasive plants in Pilot Mountain State Park. Using this information, the intern will be expected to effectively reduce the presence of invasive plant species, as much as possible. The intern will be provided with the needed supplies to complete these tasks. Park staff will provide the intern with training on how to safely mix and

handle herbicides. The person in this position will be relied upon to work independently most of the time.

Major Tasks: Identify, locate and map invasive plant species within Pilot Mountain State Park. Treat those species using herbicide and/or manual removal to reduce the prevalence of those invasive species.

Final Product or Outcome: The intern will create a map indicating the locations of various species of invasive plants and reduce in the overall number of invasive plants within the park. This will allow for the native plants found throughout the park to experience less competition for resources. Also, a reduction in the amount of invasive species will hopefully slow or halt their spread into areas that are the habitat for rare plant species.

Travel Required to Accomplish Duties: No

Anticipated Work Schedule: Weekdays/M-F

#73 (1) Connelly Springs

Assistant Park Ranger, Parks and Recreation; South Mountains State Park,

Major(s): Biology, Parks and Recreation, Environmental Science, Ecology, Sustainability, Environmental Education, Natural Resource Management, Wildlife Biology, Landscape Architecture, Geology, Conservation Biology, Forestry, History, Wildlife Education or any closely related field

Project Objectives: Actively assist park rangers with environmental education and a variety of natural resource management related projects. Provide the general public and organized groups with environmental education programs. Educate park visitors and make them more aware of ongoing natural resource management practices in the park. Intern will be assigned a special natural resource project related to their field of interest that will be of benefit to the park.

Major Tasks: Present environmental education programs, monitor known species, identify and inventory flora and fauna found within North Carolina's largest state park, assist with trail construction and maintenance and invasive species control/removal, hike trails and explore backcountry areas, and assist staff with day to day operations of a state park with 40+ miles of trails, over 19,000 acres of land and designated outstanding resource waters. Assist with NC State Parks Centennial programs and events.

Final Product or Outcome: Increase offerings of Jr. Ranger programs and outreach. Expand the park's list of known flora and fauna on the Division of Parks & Rec. Natural Resource Inventory Database (NRID) and Image Database (ID), potentially adding new species records for the park. Park visitors will have a better understanding and appreciation of natural resources and have a better experience. Increase number and scope of Natural Resource Management projects within expanding park boundaries.

Travel Required to Accomplish Duties: No, however occasional off-site training/events at other state parks or nearby communities are optional.

Anticipated Work Schedule: Weekdays/M-F and Weekends

#74 (1) Raleigh

Administration and Evaluation of State Grants to Science Museums, Museum of Natural Sciences; Regional Network

Major(s): Public Administration, Nonprofit Management, Business Management, Parks Recreation and Tourism Management, Museum Studies, Science Education, Natural Resources, Environmental Science.

Project Objective: The NC Science Museums Grant Program is a \$2.4M annual appropriation to operationally support STEM based informal education institutions across North Carolina, and is also charged with facilitating the sharing of exhibits and programming among the network of grantees that is currently 54 institutions strong. The intern will work with the Head of NC Science Museums Grant Program to evaluate the effectiveness of the grant program through analysis of grantee data collected through grant reporting and site visits conducted in 2017-2018.

Major Tasks: The intern will condense and analyze data gathered through grant applications, reporting, and site visits. Using this data, the intern will evaluate the grant program and provide options for activities that the grant program can undertake to support grantee institutions.

Final Product or Outcome: Evaluation of the NC Science Museums Grant Program, including: (1) how grantees are utilizing funds, (2) what exhibit and program topics should be developed and shared amongst the grantee network, and (3) an outline of actions to be taken to fill the organizational needs of grantee institutions identified through grant reporting and site visits.

Travel Required to Accomplish Duties: No

Anticipated Work Schedule: Weekdays/M-F

#75 (1) Raleigh

Curatorial Assistant & Gallery Specialist Intern, Museum of Natural Sciences; Living Collections Section, Arthropod Zoo

Major(s): Background in the Natural Sciences is preferred (Major/Minor incl. Wildlife Biology, Gen. Biology, Zoology, Entomology, Ecology, and/or Chemistry)

Project Objective: It is the objective of this position to introduce and familiarize interested persons to the diversity of form and function of this planet's most diverse group of animals, the arthropods (incl. Insects, Arachnids, Crustaceans, and more!). Interns will learn about arthropod care in captivity, their importance in the environment and many more aspects of how museums and zoos function behind the scenes.

Major Tasks: Daily maintenance of the "Living Arthropod Collection" and gallery; field work; program development. The intern will play a role in the preparations of Special Events (incl. our annual "Bugfest" event).

Final Product or Outcome: Unlike other facets within this institution, The Arthropod Zoo requires constant upkeep. Since the emphasis of this gallery is LIVE exhibits and LIVE backup animals for educational programs, there is a "never ending" component with the need for renewal and maintenance. The intern will become an integral part of the gallery's upkeep and an important member of the staff,

especially as pertains to the dissemination of arthropod related information to the general public and staff. Interns will design and contribute to educational programs (i.e. "Cart Programs" and interact with the public testing the information and delivery of programs designed.)

Travel Required to Accomplish Duties: Yes, there may be local travel for collecting purposes and field experience; however, no significant expenses will be accrued.

Anticipated Work Schedule: Weekdays/M-F

#76 (1) Raleigh

Astrophysics Intern for Citizen Science Project, NC Museum of Natural Sciences; Research and Collection/Astronomy & Astrophysics Research Lab

Major(s): Astronomy, Physics, Computer Science, or related fields

Project Objective: The objective is to design and develop interactive software that will allow citizen scientists in North Carolina and around the world to measure how tightly wrapped the arms of spiral galaxies are. These data will help determine the mass of the supermassive black holes these galaxies harbor in their nuclei and ultimately help us understand how galaxies evolve.

Major Task: Under the guidance of Treuthardt (Asst. Head, Astrophysics), the intern will write Python and JavaScript software to retrieve and display spiral galaxy images from a database and facilitate measurements of these images by citizen scientists through the Zooniverse website. These measurements will include determining the orientation of a galaxy in the plane of the sky and the pitch angle of the galaxy's arms. Testing the software with small numbers of volunteers will be necessary to streamline the process. The intern will also have opportunities to create visual presentations for the Astronomy & Astrophysics Research Lab as well as participate in other outreach activities.

Final Product or Outcome: A functioning interface through the Zooniverse website for citizen scientists to measure the pitch angle of thousands of galaxies. A manuscript for peer-reviewed publication is anticipated from the results of this project.

Travel Required to Accomplish Duties: No

Anticipated Work Schedule: Weekdays/M-F

#77 (1) Raleigh

Citizen Science Communicator, Museum of Natural Sciences; Research and Collections/Citizen Science

Major(s): Biological Sciences (including sub disciplines), Education, Communications, Environmental Science, Parks and Recreation

Project Objective: To communicate the citizen science efforts of the NC Museum of Natural Sciences to the public

Major Tasks: This position will include several aspects of public communication, such as: blogging and other writing, social media, public presentations, public environmental educational programming (indoors and outdoors), organizing programs at off-site locations, and translating scientific outcomes into a format that is more broadly understood by the public.

Final Product or Outcome: A portfolio of lesson plans, program agendas, writing samples, and demonstrated experience in public speaking/communication.

Travel Required to Accomplish Duties: Yes; Travel required between the Museum facilities downtown and Prairie Ridge Ecostation; possible also additional travel to Triangle Area sites to deliver programs.

Anticipated Work Schedule: Weekdays/M-F, Weekends, and Evenings

#78 (1) Raleigh

Discovery Room & Outdoor Learning Environment Intern, NC Museum of Natural Sciences; Early Childhood/Discovery Room,

Major(s): Biology, Parks & Recreation, Wildlife Ecology, Zoology, Education, Elementary Education, Early Childhood Education, Environmental Education, Environmental Science, Natural Resources, Science Education

Project Objective: Facilitate children and families' natural science learning experiences through playful exploration and direct contact with specimens and objects. Time will be split between two hands-on, intergenerational, interactive exhibit areas: The Discovery Room (indoors at the Museum) and the Prairie Ridge EcoStation's Nature PlaySpace (an outdoor satellite site approx. 6 miles from the Museum).

Major Tasks: Engage with visitors in the Discovery Room and at the Prairie Ridge EcoStation's Nature PlaySpace to facilitate learning and exploration. Interact with Museum staff, docents and visitors in a professional manner to maintain, develop, field test, and evaluate current and new exhibits and programs inside in the Discovery Room and outside at the Nature PlaySpace. Assist with other educational Museum programming as needed. Experience the breadth of the Museum as an educational and research facility.

Final Product or Outcome: Produce a Nature PlaySpace program or feature highlighting a North Carolina plant, animal, or habitat that connects the Museum and the interest of the intern. Create a portfolio of written and photographic materials of experiences at the Museum. Provide a positive experience for Museum visitors as they learn by hands-on observation of real objects and specimens.

Travel Required to Accomplish Duties: Yes, the intern will regularly travel to Prairie Ridge Ecostation, approximately 15 minutes from the museum. The intern may visit the Museum's satellite site in Whiteville, NC one time. Travel to Whiteville will be in a state vehicle.

Anticipated Work Schedule: Weekdays/M-F and Weekends

#79 (1) Raleigh

Fish and Invertebrates Intern, NC Museum of Natural Sciences; Living Collections Section, Fish and Invertebrates

Major(s): Marine Biology, Marine Science, Biology, Wildlife and Fisheries Biology, Environmental Science, Zoology, Ecology, Animal Science

Project Objective: The object of this position is to introduce the participant to the work required to maintain fish and invertebrates in an aquarium like setting. The intern will be involved with daily husbandry, educational programs, and breeding projects. Intern will assist with public programs, such as feeding presentations and behind the scenes tours as well as creating animal care manuals.

Major Tasks: Intern will assist in the care of all the animals in the fish and invertebrates section, including fresh and salt water exhibits. From exhibit maintenance to enrichment, this position will give real world experience in the field of aquarium husbandry. In addition to learning daily husbandry tasks, interns will gain knowledge of anatomy, behavior, reproduction, and the conservation status of each species. The internship is designed to provide the opportunity to learn the following: • Diet preparation and feeding • Proper nutritional and care for a variety of aquatic species • Maintaining of animal exhibits and holding areas according to AZA regulations • Water sampling and chemistry • Observing and recording animal condition, behaviors, and responses • Design and construct of enrichment and assessment • Positive and educational interaction with museum guests. This position involves a lot of walking and lifting, and may also involve considerable physical exertion on a regular basis.

Final Product or Outcome: This position would be evaluated based on proficiency and knowledge of specific species worked with, the intern will have the opportunity to add/help evaluate to existing husbandry practices and public programing.

Travel Required to Accomplish Duties: No, there may be local travel for collecting purposes and field experience; however, no significant expenses will be accrued and transportation provided.

Anticipated Work Schedule: Weekdays/M-F

#80 (1) Raleigh

Fishes Unit Curatorial Assistant, NC Museum of Natural Sciences; Research & Collections/Fishes Unit/Research Lab

Major(s): Museum Studies, Geospatial Analytics, Mathematics, Biology, Ecology, Marine Biology, Statistics

Project Objective: The objective of this project is for the intern to bring historical North Carolina marine specimens, within the Museum's Fishes Collection, to their full state of utility, through proper curation of the specimens and all associated data. Using these data, the intern will examine the changes in the biodiversity of our coastline over time.

Major Tasks: Working alongside collections experts, the intern will learn all aspects of curation, from specimen stabilization to digitization to global accessibility of specimen data that will be used for research, management, conservation, and education. Through this process, the

intern will utilize protocols, workflows, relational databases, and various mapping software programs.

Final Product or Outcome: The intern's final products will include providing globally accessible research ready data that will be extensively used by researchers, educators, conservation managers, and the general public.

Additionally, another product will be a blog post hosted on the Museum's data transcription portal (citisciscribe.org) detailing changes in North Carolina coastal biodiversity.

Travel Required to Accomplish Duties: No
Anticipated Work Schedule: Weekdays/M-F

#81 (1) Raleigh

Visitor Studies at NC Museum of Natural Sciences, NC Museum of Natural Sciences; Exhibit and Digital Media

Major(s): Anthropology, Economics, Education, English, Environmental Sciences, History, Industrial Design, Marketing, Mathematics, Museum Studies, Natural Sciences (Biology, Ecology, Zoology, Paleontology, Geology, etc.), Political Science, Psychology, Public History, Public Policy, Public Relations, Sociology, Statistics

Project Objective: The objective of this project is to study Museum visitors' demographics, usage of Museum facilities and programs, and stated preferences for potential or ongoing Museum exhibitions, programs, events, or other offerings. These data will help the Museum and the Visitor Studies Committee to recommend changes that will better meet the needs of Museum visitors. We would also like to document any demographic changes in our visitor ship that may have resulted from our hosting of the RACE exhibition in 2017.

Major Tasks: The visitor studies intern would observe and interview visitors within the Museum of Natural Sciences, which is currently the most visited attraction in North Carolina, to determine demographics, user preferences, and behaviors within Museum exhibits and programs. Intern would analyze and report findings to Visitor Studies committee and other museum staff, recommending changes to exhibitions, programs, signage, customer service, or other policies and procedures involving visitors.

Final Product or Outcome: Intern will produce a series of short reports that summarize the data collected regarding visitors' demographics, behaviors, and preferences, and include recommendations for better accommodating visitors' needs. The intern will gain a better understanding of the day-to-day workings of a museum and the various roles and careers within a museum. Materials produced will greatly enhance the intern's professional portfolio.

Travel Required to Accomplish Duties: No

Anticipated Work Schedule: Weekdays/M-F, Weekends, and Evenings

#82 (1) Raleigh

Teen Programs Assistant, NC Museum of Natural Sciences; School & Lifelong Education

Major(s): Education, Science Education, Environmental Science, Zoology, Wildlife Sciences, Biology, Natural Resources.

Project Objective: Lead the Junior Volunteer program, which trains high school students to act as docents on

educational cart programs for the visiting public. The program runs 10 weeks in the summer. You'll train students on informal education best practices, supervise students and provide feedback as needed, schedule shifts to ensure students reach milestones in a timely manner, utilize an evaluation process to track student growth, and plan and execute the end-of-summer "graduation" event for students.

Major Tasks: Training, supervising, scheduling, and evaluating high school volunteers. Using Museum collections to create or enhance existing science box topics. Conduct training sessions to inform students of materials and main concepts covered for each box topic. Intern will work closely with two Youth Programs staff.

Final Product or Outcome: Valuable work experience running a program from start to finish, training and supervising youth volunteers, and utilizing informal education best practices. Invitations to join other Museum interns on special field experiences and behind-the-scenes opportunities throughout the Museum will be offered.

Travel Required to Accomplish Duties: No

Anticipated Work Schedule: Weekdays/M-F

#83 (2) Raleigh

Summer Camp Intern, NC Museum of Natural Sciences; Early Childhood and Elementary Education

Major(s): Education, Biology, Zoology, Botany, Natural Sciences, Environmental Education; Museum Studies

Project Objective: Enhance the knowledge and experience of the internships with the NC Museum of Natural Sciences as an institution, research facility, and educational resource through Summer Camps programs. Summer Camps offer a fun, informal opportunity to learn through hands-on activities, program development, fieldtrips, games, and crafts while learning to work with a variety of ages and abilities. Our interns will assist kindergarten through twelfth grade students as they explore a wide variety of topics (environmental education, biology, dinosaurs, NC habitats, etc.) using live animals, natural science objects and props in indoor and outdoor settings. Interns will interact with parents and staff to ensure clear communication of daily activities and learning objectives. One fourth of the intern's time is devoted to understanding how Museums develop and run programs for the public. Interns will have the opportunity to spend time with exhibits, research, view public and group programming in other education sections.

Major Tasks: Interns will help ensure smooth transitions during drop-off/pick-up for camps. Help camp staff communicate in a professional manner with children, parents, researchers and Museum staff. Implement fun natural science activities for camps at Downtown Raleigh, Prairie Ridge Ecostation and Yates Mill County Park as well as assist staff in all aspects of camp programming each week.

Final Product or Outcome: Interns will gain experience leading groups of children from diverse backgrounds while teaching numerous natural science topics at our Downtown Raleigh location as well as our offsite camp locations at Prairie Ridge Ecostation and Yates Mill County Park. They will develop natural science curriculum for before and after camp as well as daily projects during each camp week.

Interns will provide a positive experience for campers as they teach experientially with live animals, objects and specimens.

Travel Required to Accomplish Duties: Yes, the intern will be asked to make visits to off-site camps at our outdoor learning facility, which is approximately 15 minutes from the Museum and the county park that is also approximately 15 minutes away from the Downtown Raleigh location. These visits would include photograph and participation in daily camp activities. Museum transportation or carpooling options can be provided.

Anticipated Work Schedule: Weekdays/M-F - The intern schedule is Monday – Friday, but because of drop-off/pick-up and subsequent prep for the next day, daily hours sometimes extended into the evenings (6-7pm). Intern will attend at least one overnight during the summer.

#84 (1) Raleigh

Accessibility Intern, NC Museum of Natural Sciences; Featured Experiences

Major(s): Any science major, preferably life or natural sciences. I would consider other majors, as well, if candidate has interest in accessibility and inclusion.

Project Objective: Enhance accessibility to Museum's large-scale public science events. This includes developing and refining programs for people with disabilities, ESL accommodations, and working with underserved communities to make the events more accessible to them.

Major Tasks: Create Accessibility Guide for BugFest, refine Sighted Guide Program, create ESL program programs and work with underserved communities to encourage and facilitate attendance to Museum events, especially BugFest.

Final Product or Outcome: More members of the community served by the Museum.

Travel Required to Accomplish Duties: No

Anticipated Work Schedule: Weekdays/M-F, Weekends, and Evenings

#85 (1) Raleigh

Natural World Investigate Lab Assistant, NC Museum of Natural Sciences; School of Lifelong Education, Nature Research Center

Major(s): Science majors – Can be either in the natural sciences or physical sciences.

Project Objectives: To create a staff-led cart, class or table top experiment/activity illustrating a positive relationship between plants, animals, fungi, or microbes found in nature or agriculture. Present educational programs, exhibits, or classes designed for a public hands-on science lab located within the Museum's Nature Research Center (www.naturalsciences.org). The Natural World Investigate lab is open seven days a week to hundreds of visitors per day. The programs, classes, or exhibits developed for this space will provide relevant and accessible activities designed to help museum visitors understand current science research and the natural world. The topics covered are Biology, Botany, Chemistry, Crime Scene Investigation, Environmental Science, Bioremediation, and Physical Science.

Major Tasks: Choose the natural relationship between organisms for your activity, exhibit or class. Research the topic, and observe and model from existing programs or exhibits, staff presenters and volunteers.

Final Product or Outcome: Program, cart, exhibit or class that can be tested and presented to visitors by the end of the internship.

Travel Required to Accomplish Duties: No

Anticipated Work Schedule: Weekdays/M-F

#86 (1) Raleigh

Archivist Assistant, NC Museum of Natural Sciences; Research and Collections

Major(s): Public History; Archival Studies; History; Information Science; Museum Studies; English; Library Science

Project Objectives: To improve the care of and access to items in the Museum's archives by 1) cataloging historical objects and documents, and 2) identifying conservation needs and resources to meet those needs.

Major Tasks: Catalog items (exam items, fill out condition report, update the Archives Finding Aid); digitization of photographs and documents; enter data about the item in a Filemaker Pro database; research the care and conservation of the various types of items.

Final Product or Outcome: An enhanced database of archival objects, including detailed descriptions, condition reports, and location information. Upcoming 140th and 150th anniversaries of the Museum will increase demand on access & loan of archival items. Secondly, to identify items, which required conservation and assist in application for IMLS conservation grant.

Travel Required to Accomplish Duties: No, travel not required, however, if time permits, we will travel from Raleigh to Whiteville, NC in a state vehicle to work on items at that facility.

Anticipated Work Schedule: Weekdays/M-F

#87 (1) Raleigh

Natural Sciences Interpretation, NC Museum of Natural Sciences; Community Engagement

Major(s): Animal Science, Biology, Biological Sciences, Botany, Conservation, Conservation Biology, Design, Education, Entomology, Earth Science, Environmental Science, Ecology, Fisheries & Wildlife Science, Forensics, Geology, Marine Biology, Marine Ecology, Natural Sciences, Plant Ecology, Science Communications, Science Education, Zoology

Project Objective: Internship will take place both in the Naturalist Center, a hands-on gallery of 10,000 specimens primarily from North Carolina, and the Daily Planet Theater, an indoor amphitheater used to deliver science programming to the public. The Naturalist Center welcomes approximately 80,000 people each year as part of their visit to the NC Museum of Natural Sciences. Daily Planet Theater presentations reach approximately 5,000 people annually. This internship opportunity will teach interns effective science communications skills through daily presentations, cart programs, and informal interactions with Museum visitors.

Major Tasks: Intern will work with Museum staff to develop and deliver engaging science presentations in the Daily Planet Theater. Additionally, intern will create cart programs using museum specimens to educate visitors about the importance of natural history collections. Intern will also interact with visitors in the Naturalist Center and do the following: give short orientations informing visitors how to properly handle specimens, answer questions related to natural history, and assist with use of the Naturalist Center's equipment and resources.

Final Product or Outcome: Intern will gain experience performing public outreach in a unique science education setting as well as managing educational and research specimen collections.

Travel Required to Accomplish Duties: Yes

Anticipated Work Schedule: Weekdays/M-F and Weekends

#88 (1) Raleigh

Micro World Investigate Lab, NC Museum of Natural Sciences; School and Lifelong Education

Major(s): Biology, Biochemistry, Microbiology, Genetics, Molecular Biology, Bioengineering, Chemistry, Elementary Education, Secondary Science Education, Museum Studies, Biomanufacturing, Plant Biology

Project Objective: Research, develop and present natural science activities or exhibits to visitors of the Micro World Investigate Lab, a teaching lab located in the NC Museum of Natural Sciences. The activities or exhibits developed for this lab will help museum visitors understand current scientific topics, methods and/or research. Topics for activities will depend on intern's interest and expertise. Additional project objectives include gaining experience in running a teaching lab, improving science communication skills through interactions with museum visitors of all ages and abilities, and becoming familiar with the mission, organization and day-to-day operation of a natural science museum.

Major Tasks: Choose topic of interest, conduct appropriate research, and design an activity or exhibit for the Micro World Investigate Lab. Test and present activity/exhibit to visitors by the end of the internship. Assist with the daily operation and maintenance of the teaching lab.

Final Product or Outcome: A hands-on activity or interactive exhibit that teaches visitors about a particular natural science concept or research project.

Travel Required to Accomplish Duties: No

Anticipated Work Schedule: Weekdays/M-F

#89 (1) Raleigh

Tropical Educator and Curator Assistant, NC Museum of Natural Sciences; Living Collections/Living Conservatory

Major(s): Biology, Zoology, Horticulture, Botany, Education, Museum Studies, Environmental Education, Entomology, Parks and Recreation, Science Education, Natural Resources, Wildlife Resources, Natural Sciences, Conservation Biology, Adult Education, Public Administration, Ecology or related majors

Project Objective: Learn about tropical environments, public interaction and exhibit husbandry while gaining

knowledge and experience with live plants and animals. The Living Conservatory, a Central American tropical dry forest exhibit, welcomes over 230,000 visitors annually. Our guest experience a living tropical forest surrounded by butterflies, other live animals and plants. Staff interact with visitors interpreting the exhibit and answering questions, as well as offering a multitude of additional programming.

Major Tasks: You will run the Conservatory, engaging with diverse visiting public and interpreting tropical and conservation topics. Additionally, you will learn the husbandry of animals and plants within the exhibit and present other educational programs. You will work on other tasks and develop a special project. You will also receive cross-training in other areas of the Museum to gain a broader perspective of Museum work.

Final Product or Outcome: You will become an integral part of the Conservatory staff, especially pertaining to the communication of tropics related information to our visitors. You will gain knowledge and skills working with the public in an unique immersion setting and experience the NC Museum of Natural Sciences as an institution, educational resource and research facility. You will complete a final project, documenting your Museum experience and developing additional education materials.

Travel Required to Accomplish Duties: No

Anticipated Work Schedule: Weekdays/M-F and Weekends.

#90 (1) Raleigh

Public Programs Educator, Archives and History; State History Museums

Major(s): Education, Public History, Museum Studies, History

Project Objective: To expose an intern to the field of museum education and the development and presentation of themed, curriculum-based public programs for elementary-aged children at the NC Museum of History. To continue offering a strong slate of summer programming for the museum public.

Majors Tasks: The intern will assist with the implementation of Museum of History summer programs. Major duties: 1. Assist camp instructors by helping with at least 3 half-day weeklong summer camps. Museum camps cover various aspects of North Carolina history and culture (i.e. World War II, maritime history, transportation history, etc). The intern will be involved in the preparation and setup of each camp and will be responsible for teaching portions of each camp. 2. Assist with development and implementation of at least 2 programs related to the outdoor exhibit History of the Harvest. Programs will target family audiences. 3. The intern will develop, outline and implement at least one public program on the historical topic of their choosing under the supervision of staff.

Final Product or Outcome: The intern will gain valuable interactive, educational, and interpretive skills for teaching children through the implementation and development of public programs. The intern will gain a thorough knowledge of North Carolina history through the museum's exhibits and program curriculum, and will interpret this information to design teaching materials and lesson plans suitable for

children of various age levels and learning styles. All program materials produced during the internship will be used in future museum classes and education initiatives.

Travel Required to Accomplish Duties: No

Anticipated Work Schedule: Weekdays/M-F and Weekends (some)

#91 (1) Raleigh

African American Education Digital Collection, Archives and Records; Digital Services Section

Major(s): History, Africana/African American Studies, Public History, Information Science, Library Science

Project Objective: To provide greater access to archival records on the history of Twentieth Century African American education in North Carolina. Materials dealing with this historically underserved community will be digitized and made available online in North Carolina Digital Collections, CONTENTdm, a content management system.

Major Tasks: The intern will digitize and describe collection by using digitization and metadata standards, such as Library of Congress subject heading and Dublin Core. Records will be uploaded to the African American Education collection through the North Carolina Digital Collections. In describing the records, the intern will learn about metadata creation and other skills necessary to describe digital objects. Uploading the records will teach the intern about the importance of consistent metadata and how to troubleshoot issues relating to content management software.

Final Product or Outcome: The final product will expand the amount of materials related to African American history in the North Carolina Digital Collections to include a previously undigitized series of the Division of Negro Education Records. Through their work, the intern will increase access to these difficult to find items and will help fulfill the Department of Natural and Cultural Recourses' goal of greater diversity and inclusion.

Travel Required to Accomplish Duties: No

Anticipated Work Schedule: Weekdays/M-F

#92 (1) Manteo

Archival Processing and Outreach Intern for the Bill Harris Papers, Archives and Records; Specials Collections Section (Outer Banks History Center)

Major(s): History, Library Science, Information Science, Archives and Records Management, Public History, American Studies, Museum Studies, Communication Studies, Sociology, Anthropology, Women's Studies, African American Studies, Creative Writing, English, Religion, Philosophy, Art History, Geography

Project Objective: The intern will perform hands-on work with historical documents held in the Bill Harris Papers, an invaluable collection at the Outer Banks History Center. The intern will craft and execute a plan for the physical arrangement and preservation of the materials; fully describe the collection in an online finding aid accessible to researchers nationwide; and promote the collection to the research community using social media, creation of education materials/lesson plans, event planning, and exhibit preparation.

Major Tasks: The intern will establish initial physical and intellectual control of the Bill Harris Papers, process the collection according to current archival standards, and create a descriptive online finding aid. Throughout this process, the intern will promote the collection by sharing their experiences on social media; designing educational materials, brochures, and pamphlets; and/or creating an exhibit using materials in the collection. Specific outreach activities will be conducted according to the intern's individual skills and preferences.

Final Product or Outcome: The intern's work will culminate in making an invaluable historical collection, the Bill Harris Papers, accessible to the larger research community. The intern will be responsible for ensuring the conservation, dissemination, and promotion of unique pieces of North Carolina's coastal history, including genealogical data, maps, historical photographs, and oral histories of prominent Outer Banks residents.

Travel Required to Accomplish Duties: No

Anticipated Work Schedule: Weekdays/M-F

#93 (1) Raleigh

Veterans Oral History Collection Processing Internship,
Archives and Records

Major(s): Public History, Library Science, Digital Preservation, Archival Studies, American History, American Studies, Military History

Project Objective: To increase access to a large analog interview collection with poor-quality digital file transfers by creating summaries for selected veteran's oral history interviews in the State Archives of North Carolina's Veterans Oral History Collection. The project will also create entries in an online catalog.

Major Tasks: Create interview summaries that will include time ranges and subjects discussed within those times in the interview, biographical notes, and subject terms. Intern will conduct historical research on military service individuals and units and battles or service locations described in interviews. Intern will improve existing short biographical notes after listening to interviews. The project will create interview summaries in formatted Microsoft Word documents. Intern will assist the Military Collection Archivist in cataloging oral history interviews in the State Archives' new online catalog system APPX AXAEM.

Final Product or Outcome: To create summaries for between 75 and 150 interviews in the Veterans Oral History Collection in order to increase access to the collection. Summaries will be uploaded through the State Archives of North Carolina's North Carolina Digital Collections. Focus on interviews conducted with female veterans, African American veterans, Korean War veterans, Vietnam War veterans, and Cold War-era veterans. Catalog interviews in searchable State Archives online catalog.

Travel Required to Accomplish Duties: No

Anticipated Work Schedule: Weekdays/M-F

#94 (1) Kure Beach

Design and Installation of a Pollinator Meadow and Rain Garden for the Children's Playground, NC Aquariums; Fort Fisher

Major(s): Botany, Horticulture, Landscape Design, Turfgrass Management, Plant Pathology, Plant Breeding, Ecology, Agroecology/Sustainable Agriculture, Environmental Sciences, Environmental Studies, Earth Science, Conservation Science, Field Naturalist Program

Project Objective: The project objective is the installation of a pollinator meadow and rain garden next to the playground at the North Carolina Aquarium at Fort Fisher. The implementation process will allow the intern to gain knowledge of landscape ecology and sustainable garden design, while also serving as an educational resource for aquarium guests.

Major Tasks: Contribute to the Aquarium's mission: inspire appreciation and conservation of North Carolina's aquatic habitats. Design and install pollinator meadow and rain garden. Maintain living plant collection: fertilizing, irrigating, and propagating plants and managing pests and diseases. Educate guests about native plants and animals, habitat conservation, stormwater runoff, and stream health

Final Product or Outcome: A sustainable garden design that attracts wildlife, protects natural resources, and serves to educate the public about North Carolina's native plants, animals, and habitats.

Travel Required to Accomplish Duties: Yes, travel includes purchasing plants and supplies with a state vehicle under supervision.

Anticipated Work Schedule: Weekdays/M-F and Weekends

#95 (1) Manteo

Taking the Aquarium on the Road: Providing Summer Outreach for NE NC, NC Aquariums; Roanoke Island

Major(s): Biology; Natural Resources; Parks, Recreation and Tourism; Marine Science; Ecology; Education

Project Objective: Intern will develop, present and evaluate outreach programs presented across Northeastern North Carolina as part of the Aquarium's Outreach Team.

Major Tasks: Develop and present educational programs to diverse audiences across Northeastern NC.

Final Product or Outcome: More groups will be accommodated—these groups might include libraries, summer tourists, local day camps, senior adult communities.

Travel Required to Accomplish Duties: Yes, varies, often 4 hours by state car per presentation day

Anticipated Work Schedule: Weekdays/M-F and Evenings

#96 (1) Manteo

Special Activities Instructor Intern, NC Aquariums; Roanoke Island

Major(s): Biology, Marine Sciences, Marine Biology, Conservation Biology, Education, Elementary Education, Environmental Science, Environmental Education, Environmental Studies, Marketing, Natural Resources, Natural Sciences, Outdoor Education, Parks & Recreation, Public Relations, Science Education, Wildlife, Wildlife Education, Zoology, & Communications

Project Objective: The Special Activities Instructor Intern will educate Aquarium visitors through an array of fun activities in an effort to "inspire appreciation and conservation of North Carolina's aquatic environments." This project will immerse an intern in environmental education experiences, both on site and in the field, with groups of all ages.

Major Tasks: The Special Activities Instructor Intern at the NC Aquarium on Roanoke Island will be involved in promotion, preparation, and instruction of indoor and outdoor activities, such as: fishing, kayak eco-tours, behind-the-scenes tours, animal/feeding programs, overnights, beach ecology trips, and salt marsh excursions. This Intern will participate heavily in Summer Day Camps, which incorporate many of the above listed activities. Daily tasks include assisting with camps, leading public programs, promoting programs within the Aquarium, handling live animals, and assembling education materials. This intern should be flexible, be able to work outdoors for extended periods of time, possess strong people skills, and be able to adapt to a fast-paced schedule.

Final Product or Outcome: The intern will gain teaching experience, practical work experience, and exposure to associated skill sets in a non-traditional marine science setting with both families and summer campers. Visitors will benefit from additional staff who can provide more public programming.

Travel Required to Accomplish Duties: Yes, some daily travel to local field trip sites – Kitty Hawk to South Nags Head, when scheduled. All are day trips, and a State vehicle will be used.

Anticipated Work Schedule: Weekdays/M-F, Weekends, and Evenings. Intern must be flexible. Standard schedule is M-F, 8:30am-5:30pm, but some evening/overnight and weekend work may be required.

#97 (1) Manteo

Jellyfish Intern, NC Aquariums; Roanoke Island

Major(s): Biology, Chemistry, Environmental Science, any natural science or conservation major

Project Objectives: Assist the NC Aquarium on Roanoke Island with propagation of jellyfish and live food for the Delicate Drifters exhibit. The intern would be part of the jelly care team, learning about many aspects of working in a public aquarium: exhibit maintenance and presentation, animal care, animal life cycles and dietary needs, and plumbing and life support. The care and exhibit of live animals meets the Aquarium's mission of inspiring appreciation of North Carolina's aquatic environments.

Major Tasks: Daily and weekly tasks associated with jelly husbandry: culture of live food for jellies, feeding jellies on exhibit and behind the scenes, assisting with propagation of jellies. An opportunity will be given to learn other aspects of the husbandry department.

Final Product or Outcome: We anticipate that having an intern assisting with the care of this exhibit will allow for staff to successfully grow and maintain a healthy and diverse population of exhibit animals. The intern will learn the care and life cycle of an interesting group of species.

Travel Required to Accomplish Duties: No
Anticipated Work Schedule: Weekdays/M-F

#98 (1) Manteo

Marine Education Internship, NC Aquariums; Roanoke Island

Major(s): Biology, Ecology, Environmental Science, Biological Sciences, Environmental Policy, Parks and Recreation, Marine Biology, Secondary Science Education, Elementary Education, Communication, Tourism, and Environmental Resource Management

Project Objective: The North Carolina Aquarium on Roanoke Island's mission is to inspire appreciation and conservation of North Carolina's aquatic waterways. As part of the Education team, the marine education intern will use public programming within the Aquarium to achieve that mission. Programming focuses on the Outer Banks of North Carolina and includes animal encounters, theater programs, creature features, interactive touch tanks, dive shows and occasionally outdoor nature programs. In every program, the Aquarium education team aims to incorporate conservation messaging that asks our visitors to take part in preserving and conserving North Carolina's aquatic habitats. As part of the Education team, the intern will have a vital role in educating the public about our marine habitats and how the public can actively help in their protection. Throughout the internship, interns will learn animal handling skills, public speaking techniques, customer service skills, content management system software skills, and engage with a variety of visitors of differing ages, backgrounds, and interest levels.

Major Tasks: Interns will be taught how to work with live animals including reptiles, amphibians, land and marine invertebrates as well as given opportunities to work with other Aquarium departments as time allows. Animal handling is a large component of the position as interns will present live animal programs and creature features on a daily basis. Other job components include, but are not limited to, the following: conducting public education programs (sharks, sea turtles, jellyfish, etc.); introducing and showing videos; introducing guest speakers; providing information to Aquarium visitors, including teachers, students, and general public; staffing discovery carts and learning stations; answering questions in various galleries; monitoring the Sea Senses touch tanks; and assisting with other tasks as assigned. Impromptu programming is encouraged throughout the Aquarium to ensure that our guests and the intern have a full experience while at the Aquarium.

Final Product or Outcome: At the end of this internship, interns will have gained insight into how an AZA accredited Aquarium functions while also gaining an understanding of what informal education is. Through their presentations and their research into various subjects they will gain a deeper understanding of marine ecosystems as well as the animals that live there. Communication skills, presentation styles, and the ability to present to a diverse audience will be greatly enhanced due to their daily use of these skills. Depending on the intern and timing, there is also the possibility of the intern completing an intern project that adds to the Aquariums' ability to meet its mission as well as providing the intern the opportunity to conceptualize, design, and implement an idea from start to finish. Such an outcome would provide the intern with a wonderful resume building opportunity. In addition to what the intern would gain, the Aquarium would gain new perspectives and insights from the intern. New individuals frequently offer suggestions and ask questions on things that seem quite evident to staff, but perhaps should be reexamined.

Travel Required to Accomplish Duties: No

Anticipated Work Schedule: Weekdays/M-F and Weekends

#99 (1) Pine Knoll Shores

Husbandry Intern, NC Aquarium; Pine Knoll Shores

Major(s): Aquaculture, Marine Science, Marine Biology, Biology, Ecology, Natural Science

Project Objective: The intern will be immersed in all aspects of aquatic animal husbandry. During this internship, the intern will discover the inner workings of our facility. The intern will learn the importance of animal nutrition, food preparation, exhibit maintenance and disease prevention and treatment. The intern will be able to use this working knowledge of public aquariums in their search for future permanent employment at an aquarium or related facility. Facilities looking at new hires are always impressed by candidates that have previous working experience in this field.

Major Tasks: Summer interns will be involved in nearly every task performed by our full-time husbandry staff. This will include: animal acquisition, transport, quarantine protocols, disease diagnosis and treatment, diet preparation, feeding and exhibit maintenance.

Final Product or Outcome: At the end of this program, the intern will be familiar with most aspects of aquarium operation. The intern will be able to make the decision if working at a public aquarium is the career path they want to follow.

Travel Required to Accomplish Duties: No

Anticipated Work Schedule: Weekdays/M-F

#100 (1) Kure Beach

Summer Program Educator, NC Aquarium; Fort Fisher/Education Department

Major(s): Natural Sciences, Biology, Biological Sciences, Zoology, Marine Biology, Environmental Science, Education, Environmental Education, Parks and Recreation, Conservation, Conservation Biology, Elementary Education, Environmental Studies, Life Science, Marine Sciences,

Marine Ecology, Oceanography, Recreation, Recreation Management, Science Education, Secondary Education, Wildlife Biology, Wildlife Management, Wildlife Science, Wildlife

Project Objective: This position provides an opportunity to inspire an appreciation for, and conservation of, North Carolina's aquatic environments through interactive public programs. The intern implements informal education programs, providing accurate and current information, and completes a project to contribute to the aquarium's education mission. The aquarium offers a fun and exciting work environment. The successful intern will be energetic, enthusiastic and passionate about the stewardship of North Carolina's natural resources. Environmental education in an aquarium setting can be an exciting career option for science and/or education majors.

Major Tasks: Contribute to educational programs, including free and fee-based programs on and off-site, assist with and lead summer camp programs, behind the scenes tours, outdoor programming, and off-site outreach programming, handle live animals, such as marine invertebrates, reptiles and amphibians, provide educational on-the-floor expertise while interacting with aquarium visitors, and gain knowledge of and experience in all aspects of aquarium operations.

Final Product or Outcome: Aquarium visitors and off-site audiences who are well informed about North Carolina's natural resources and satisfied with their visit and/or program. One or more of the following: content and activity to be used in conjunction with an outreach or summer camp program, content and activity to be used in conjunction with an on-site program or interpretative cart; informational piece for public consumption, or other conservation education related projects.

Travel Required to Accomplish Duties: Yes, Educational programs with summer camp, and outreach programs, may require travel up to a few times a week. Travel is usually within 30 miles of the aquarium.

Anticipated Work Schedule: Weekdays/M-F and Weekends. The intern will most likely work on weekdays, but may be required to work on some Saturdays.

#101 (1) Beaufort

Education Program Assistant, History Museums; Maritime Museum in Beaufort

Major(s): Archeology, American History, American Studies, Anthropology, Cultural Resources, Education, Elementary Education, Environmental Education, Environmental Sciences, Environmental Studies, Fisheries Science, Folk Culture Studies, History, History Education, U.S. History, Marine Ecology, Marine Sciences, Maritime Studies, Museum Science, Museum Studies, Natural Resources, Natural Sciences, Oceanography, Public History, Recreation, Tourism, Science Education, Wildlife, Wildlife Education

Project Objective: The intern will receive an introduction to museum education programs; learn about facility operations, collections, artifacts, research and exhibit design. The intern will gain professional experience as a program assistant to staff educators involved in museum

programs. For an independent project, the intern will utilize skills and knowledge acquired over the summer to create and present an original program related to maritime history or environment.

Major Tasks: Assist staff educators with conducting educational programs, in the museum and in the field. Examples of programs include artifact/history-based lectures, field hikes and trips on the water covering history of the area, special events and guided museum tours. The intern will instruct summer camp programs related to North Carolina's maritime history and environment for grades K-6. Operate audio visual equipment for auditorium presentations, conduct research using library and internet resources and prepare materials for programs.

Final Product or Outcome: The intern will gain experience in educational program design, implementation and evaluation in a museum and field setting. With help from the intern the museum will increase the scope and depth of its educational services. The intern will obtain a complete understanding of North Carolina's maritime history, heritage and environment as well as aspects of the professional operation of a state history museum.

Travel Required to Accomplish Duties: Yes, minimal travel required within the surrounding community by state vehicle and passenger ferry boats.

Anticipated Work Schedule: Weekdays/M-F and Weekends.

#102 (1) West Jefferson

Resource Management and Environmental Education, NC State Parks; Mt. Jefferson State Natural Area

Major(s): Environment, Science, Interpretation, Parks & Recreation, Environmental Education, Geology, Botany

Project Objective: Present environmental education programs, develop park information signs and publications, conduct resource monitoring, and inform park visitors about the natural and cultural resources at Mt. Jefferson State Natural Area.

Major Tasks: Lead park hikes, conduct park crafting programs, develop visitor information displays, help with Hellbender Salamander survey, answer park related questions, assist New River State Park with programs including canoe trips and visitor center. Learn about the park's natural resources and participate with a variety of resource management studies and programs. Hiking and exploring the mountain and area. Some public speaking.

Final Product or Outcome: Improved quality of park services for park visitors, students, and special groups. Added knowledge of the park's natural resources and higher quality stewardship resulting from a better understanding of the area's natural and cultural resources.

Travel Required to Accomplish Duties: Yes, travel in personal vehicle from home to park office. Upon arrival at park office then a vehicle is provided.

Anticipated Work Schedule: Weekdays/M-F, Weekends, and Evenings

#103 (1) Fayetteville

Collections and Education Intern, Museum of Cape Fear
Major(s): Public History, History, Museum Studies, Cultural Resources

Project Objective: Prepare artifacts in the Poe House Collection for accession by photographing, writing descriptions, doing research, writing condition reports, and completing forms for the NC Museum of History Accessions Committee. Previous interns have photographed and written descriptions for nearly 500 artifacts including china, glassware, decorative ceramics, and other late 19th early 20th century household items. There are many more pieces to be documented. Possibilities could include working with textiles, tools, fire arms, and /or archival material depending on the intern's interest and knowledge. In addition, the intern will assist the education staff with our annual Summer History Camp for youth aged 9-12 years.

Major Tasks: Artifact documentation through photographing, writing descriptions, researching, and writing condition reports for pieces primarily in the Poe House Collection. This includes performing necessary research to document provenance and historical value of the items. Serve as a group leader for the museum's 2018 Summer History Camp and assist education staff with preparing materials and activities for the week-long camp. Additionally, the intern will be required to give guided tours of the 1897 Poe House and provide visitor services as needed.

Final Product or Outcome: The intern will provide a catalogued list and documentation as required for the artifacts and materials in the Museum of the Cape Fear's Poe House Collection assigned by the Collections Supervisor. The intern will assist with preparation and implementation of a successful 2018 Summer History Camp.

Travel Required to Accomplish Duties: No

Anticipated Work Schedule: Weekdays/M-F

OFFICE OF THE GOVERNOR

#104 (1) Raleigh

Public Engagement Intern, Office of Constituent Services; Public Engagement

Major(s): English, Communications, Public Policy, Liberal Arts, Political Science

Project Objective: Intern will spend summer learning how the Office of the Governor manages constituent concerns on a daily basis and experience how we reach out to communities across the state.

Major Tasks: Interns will become an integral part of the department, participating in all activities including special projects, community outreach, and daily activities that help manage our office. Interns will also have an opportunity to learn about and research legislation, interact with legislators and attend community events with staff.

Final Product or Outcome: A wider understanding of how the Office of the Governor reaches out to constituents, other agencies and elected officials.

Travel Required to Accomplish Duties: No

Anticipated Work Schedule: Weekdays/M-F

#105 (1) Raleigh

Governor's Press Office Internship in External Engagement, Communications; Governor Cooper's Press Office

Major(s): Communications, Public Relations, Public Policy, Political Science, English, History

Project Objective: Communicate the outreach and impact of the Office of the Governor to stakeholders weekly through writing, images, and digital media.

Major Tasks: Produce content covering outreach and impact of governor's public events; assemble content and photographs for weekly newsletter; distribute newsletter to key stakeholders and newsletter subscriber list weekly.

Final Product or Outcome: Ongoing communication about vision, goals, and achievements of the Cooper Administration on behalf of North Carolinians.

Travel Required to Accomplish Duties: No

Anticipated Work Schedule: Weekdays/M-F

#106 (1) Raleigh

Governor's Policy Office Intern, Policy

Major(s): Government, Public Policy, Political Science, will consider others.

Project Objective: Projects could include a focus on issues, such as Human Services (health care, child development, child welfare, opioids), Education (preK-12, community college, higher education), Energy and Environment, or Criminal and Juvenile Justice.

Major Tasks: Research projects, interaction with stakeholders, assist with drafting policy memos and correspondence, support for meeting preparation, other writing projects and communication to support the work of the Policy Team.

Final Product or Outcome: Multiple products including, but not limited to, memos and research documents, PowerPoint presentations, correspondence documents.

Travel Required to Accomplish Duties: No

Anticipated Work Schedule: Weekdays/M-F

OFFICE OF THE LIEUTENANT GOVERNOR

#107 (1) Raleigh

Internship – Office of the Lieutenant Governor, Lieutenant Governor's Office

Major(s): Political Science, History, Public Administration, Journalism, etc. (any will do so long as there is writing & research experience as well as an interest & background in politics)

Project Objective: Interns will assist with a variety of tasks within the Office of the Lieutenant Governor, including policy research, briefs, reports, constituent services, communications, administrative duties and event staffing. By participating in integral office duties, interns will gain a further understanding of state government and the responsibilities of the Lieutenant Governor.

Major Tasks: Daily tasks include compiling news briefs from the state's major news sources, updating county information prior to the Lieutenant Governor's trips to various communities, and engaging in various research-based tasks pertaining to current issues and events. Interns will also assist with constituent work in order to build relationships with other state agencies.

Final Product or Outcome: Interns will gain a first-hand perspective toward state government operations. They will witness how the Lieutenant Governor plays a role within the executive and legislative branches of government. Interns will have a greater understanding of statewide issues that affect North Carolina. Additionally, they will experience a genuine feeling of civic participation within state government.

Travel Required to Accomplish Duties: No

Anticipated Work Schedule: Weekdays/M-F

PUBLIC INSTRUCTION

#108 (2) Raleigh

Data & Policy Analysis/Guidance, Office of Charter Schools

Major(s): Public Policy, Public Administration, education Policy, Education, Political Science

Project Objective: To provide an opportunity for a motivated student interested in state government and the legislative process to gain hand-on experience working in the Office of Charter Schools. The intern will work directly with the Director in the office and his/her designees and will spend a significant amount of the internship analyzing policies, statutes, and tracking important legislative changes directly impacting the office.

Major Tasks: The intern will be responsible for attending and tracking and relevant meetings related to The Office of Charter Schools. Attending such meetings are important to help develop and produce quality analyses and guidance documents to provide relevant information to the portfolio of

charter schools, the State Board of education, and Charter Schools Advisory Board.

Final Product or Outcome: The intern will exit the internship with significant awareness of state government, legislative process, and the daily operations of the Office of Charter Schools. We would expect to receive data analyses and guidance documents to help guide current and future decisions/projects in the office.

Travel Required to Accomplish Duties: No, however, the intern may be provided an opportunity to visit a charter school and attend relevant legislative sessions.

Anticipated Work Schedule: Weekdays/M-F

#109 (1) Raleigh

Legislative and Community Relations, Legislative and Community Relations

Major(s): Law, Pre-Law, Education, Communications, Political Science, History, Economics, Business

Project Objective: To learn about the North Carolina state government and how the North Carolina Department of Public Instruction (DPI) and the North Carolina State Board of Education (SBE) operate within the state government system. The intern will monitor legislative activity and track legislation that affects education.

Major Tasks: Work with the government affairs staff to track legislation, monitor the budget, attend committee meetings, and write overviews for weekly legislative updates and the Report on Education Legislation.

Final Product or Outcome: The intern will acquire an extensive understanding of state government, the legislative process and the functions of DPI and SBE. The student will experience lawmaking and the budgetary process first hand. The compilation of the internship will be covered in the Report on Education Legislation 2018.

Travel Required to Accomplish Duties: No

Anticipated Work Schedule: Weekdays/M-F

#110 (1) Raleigh

Research of Franchise Model for Virtual Schools, Digital Learning

Major(s): Research, Educational Research, Masters in Educational Leadership, Doctorate in Education or Educational Leadership

Project Objective: The purpose of this project is to explore options related to the franchise model for state virtual schools.

Major Tasks: Research virtual schools implementing a franchise model. Provide a list of schools utilizing this model and overall success of implementation. Research the pros/cons, costs, revenue projections, challenges and other factors that determine overall success of this model. Research overall program implementation, organizational structure needed to implement, staffing needs, cost analysis, etc.

Final Product or Outcome: This information will provide leadership with more information necessary to understand this model thoroughly as a possible option for NCVPS. It will enable NCVPS leadership as well as state policy makers to make informed decisions that will impact NCVPS stakeholders.

Travel Required to Accomplish Duties: No

Anticipated Work Schedule: Weekdays/M-F

PUBLIC SAFETY

#111 (1) Raleigh

Behavioral Health Services within the Prison System of North Carolina, Adult Corrections; Behavioral Health Services

Major(s): Psychology

Project Objective: Behavioral Health Services within the prison system of North Carolina are provided by psychologists, psychiatrists, and social workers. Within psychology, we strive not only to provide evidence-based treatment, but to also conduct evidenced-based assessments within a population that includes a broad range of major mental health disorders, personality disorders, and cognitive deficits. Correctional Psychology is a unique specialty of Psychology that is positioned to go beyond the clinical practice of psychology to engage the entire system of care, housing, and management practices of the prison system through consultation, program evaluation, and research. Areas of research may include clinical outcomes, mediating and moderating factors for the effects of long term segregation, social/behavioral norms of incarcerated individuals, self-regulation, violent risk assessments, and diagnostic practices for complicated presentations.

Major Tasks: Summer interns within Behavioral Health will be offered opportunities for mentoring and shadowing to help guide potential interest in careers in Correctional Psychology. There will also be a Summer Project that may either extend the existing research efforts of the Behavioral Health Section or lay the foundation for a new line of research.

Final Product or Outcome: Each Summer Project will culminate in a presentation to internal stakeholders.

Travel Required to Accomplish Duties: No

Anticipated Work Schedule: Weekdays/M-F

#112 (1) Raleigh

Recruitment & Retention, Prison; Admin. Services/Career Readiness

Major(s): Statistics, Criminal Justice, Business Administration, Marketing

Project Objective: To provide a high performing student who is interested in the North Carolina Department of Public Safety an opportunity to work along with the Adult Corrections Career Readiness Program. The intern will work directly with the Administrative Coordinator as well as other staff and monitor the efforts related to recruitment, hiring, training, and retention of Correctional Officers for the agency.

Major Tasks: The intern will be responsible for collecting data relating to recruitment, hiring, and retention of Correctional officers. This data will be gained by completing research at our Regional Offices, Prison Facilities and

previously compiled data. The intern will also attend recruitment events and presentations at local Colleges and Universities.

Final Product or Outcome: The student will conclude this intern experience with knowledge of the recruitment, hiring, and retention efforts within a state-wide program. The intern will have hands-on experience speaking with and engaging a small to large scale audience. Also, the intern will gain knowledge on how to capture specific data and present the data to administrative staff.

Travel Required to Accomplish Duties: Yes, local events within North Carolina

Anticipated Work Schedule: Weekdays/M-F

#113 (1) Raleigh

Flood Warning Engineer: Flood Inundation and Mapping Network (FIMAN) Flood Inundation Hydraulic Model Library Development, Emergency Management; Risk Management/NCFMP

Major(s): Civil Engineering, Environmental Engineering or Biological and Agricultural Engineering

Project Objective: To develop flood inundation mapping libraries of flood boundaries at various flood stages for three stream gage sites in North Carolina to support the North Carolina Flood Inundation Mapping and Alert Network (FIMAN – <https://fiman.nc.gov/fiman>). These libraries will involve modifying existing HEC-RAS hydraulic models to develop flood boundary libraries at different flood stages, which will be incorporated in the FIMAN web interface.

Major Tasks: The intern will work closely with the Engineering Supervisor and internal FIMAN Engineering Lead to add flow change locations to three existing HEC-RAS hydraulic models to achieve a predetermined change in flood stage over a defined range of flood elevations. The new flood profile hydraulic elevations will be mapped using GIS software and NCFMP LIDAR terrain data. The agency will provide the intern with technical training and support through all project phases on the HEC-RAS and ESRI ArcGIS software and tasks required to complete the project. Additionally, the intern will be provided with a computer and required software necessary to complete the project.

Final Product or Outcome: Flood inundation mapping libraries for three stream gage sites including flood boundary polygons and water surface and flood depth rasters.

Travel Required to Accomplish Duties: Yes, Possible day travel in North Carolina with FIMAN Engineering Lead or FIMAN Program Manager to visit stream gage sites where flood inundation libraries will be developed.

Anticipated Work Schedule: Weekdays/M-F

#114 (1) Raleigh

Energy Efficiency, Central Engineering; Energy Management

Major(s): Mechanical, Electrical and Industrial Engineers, Information Systems, Information Technology, Data Analyst, Business

Project Objective: Develop a dashboard for our Utility Management System.

Major Tasks: Develop a dashboard tailored for our customers using the Microsoft Power BI product.

Final Product or Outcome: Website dashboard for easily reviewing and analyzing utility usage (water, electricity, natural gas, propane, fuel oil and sewer, etc) on a department, division and site basis. This dashboard will be used to determine energy/water site outliers (highest site usage) to prioritize rate reviews, energy and water audits and retrofits, and usage anomalies.

Travel Required to Accomplish Duties: Yes, once or twice every two weeks.

Anticipated Work Schedule: Weekdays/M-F

#115 (3) Raleigh

Energy Efficiency, Central Engineering; Energy Management

Major(s): Mechanical, Electrical and Industrial Engineers, Environmental Business, Information Technology

Project Objective: Energy and Water Efficiency Audits and Retrofits; Energy/Water Exception Reviews, Utility Management database management and analyses.

Major Tasks: Perform water, electrical (lighting and motors) and mechanical (heating, ventilation, air conditioning and control) audits. Reviewing and recommending best electrical and natural gas rates for our sites, analyses of energy and water usage outliers (excessive water/energy use in a month). Visit sites across the state to perform the audits and/or confirm meter locations and facilities served.

Final Product or Outcome: Recommendations for water and energy retrofits. Where possible, actual retrofits may be managed. Utility Management Database updated and energy/water usage reviewed and excessive usage issues resolved. Utility rates changed to most cost-effective rates.

Travel Required to Accomplish Duties: Yes, once or twice every two weeks.

Anticipated Work Schedule: Weekdays/M-F

#116 (1) Raleigh

Geomatics videographer: Instructional and Historical Video Producer (Part 4), Emergency Management; NC Geodetic Survey

Major(s): Cinematography, Communications, Geomatics, Multimedia Design

Project Objective: To develop professional quality educational and instructional videos similar to the videos produced by the National Geodetic Survey (NGS) (http://www.ngs.noaa.gov/web/news/NGS_Videos_on_Geodetic_Datums.shtml) and by private surveying firms, such as the Image Mapping Corporation (<http://www.igage.com/v/index.htm>). These films will be on the following topics: Geomatics (surveying), Unmanned Aircraft Systems (UAS), Global Navigation Satellite Systems (GNSS), and Floodplain mapping. **Major Tasks:** The intern would work with the Engineering Manager other staff members to learn and present: principles of geomatics, GNSS, UAS and floodplain mapping. For each video, the agency would consult with the intern on the goals of that video and how those goals could be achieved. The agency would provide the intern with a computer, screen capture software, video editing software, a digital camcorder, a microphone, and staff members to aid with technical information about the topic being documented.

Final Product or Outcome: Professional quality videos posted on the agency's website with credit given to the videographer intern.

Travel Required to Accomplish Duties: Yes, Short term travel to the mountains and the coast when working with the agency's field crews to capture videos & images.

Anticipated Work Schedule: Weekdays/M-F

REVENUE

#117 (1) Raleigh

Customer Service Marketing, Taxpayer Assistance; Customer Education

Major(s): Marketing, Business Management

Project Objective: Determine service delivery models that support the three primary generations supporting the State's tax base – Baby boomer, Generation X, and Millennial generations.

Major Tasks: Research customer expectations from each generation and assist in developing a model for providing and marketing services to each group.

Final Product or Outcome: Defined customer expectations, service models, and marketing plans by generation across multiple platforms.

Travel Required to Accomplish Duties: Yes, Once a week to various Revenue service centers throughout the state. Transportation and reimbursements will be provided by the agency.

Anticipated Work Schedule: Weekdays/M-F

#118 (1) Raleigh

Business Technology Application Analyst Intern, Business Services

Major(s): Computer Science, Information Technology, Computer Information Systems, Information Systems

Project Objective: The North Carolina Department of Revenue is searching for a Business Technology Application Analyst intern to join us. We are headquartered in downtown Raleigh, North Carolina. You will be responsible for application programming in JAVA and related tools and supporting the Systems Development Life Cycle within an ITIL framework.

Major Tasks: The intern will work directly with various team members within the Information Technology area as well as business representatives to initiate and complete programming to support functionality of the ServiceNow solution.

Final Product or Outcome: At the conclusion of the internship, management will provide final assessment through evaluation form and exit interview with the intern, recommendation letter if applicable, and the intern will receive certification of completion.

Travel Required to Accomplish Duties: No

Anticipated Work Schedule: Weekdays/M-F

#119 (1) Raleigh

Accounts Receivable Reconciliation Project, Excise Tax

Major(s): Accounting, Finance, Mathematics, Business, Business Administration, Government, Political Science, Research and Quantitative Analysis, Statistics

Project Objective: Assist the Excise Tax Division in conducting an analysis of the Division's accounts receivable, including functions such as updating the status of aging accounts; collecting outstanding tax liabilities; and identifying uncollectible tax accounts for all Excise Tax schedules. Will utilize various automated systems to conduct research on A/R accounts to determine appropriate avenues of collection including garnishments, liens, write-offs, and abatements.

Major Tasks: Generate various accounts receivable reports. Analyze report data to complete a comprehensive review of Excise Tax accounts for collectability purposes. This includes reviewing aging reports and delinquent accounts, as well as evaluating business status verifications through various means. Will collaborate with staff on collections related activities, such as transferring payments, closing inactive accounts, and will perform write-offs on uncollectible accounts, draft lien documents, and perform abatement of account balances when appropriate.

Final Product or Outcome: The intern will leave with knowledge of Excise Tax collection methods and accounts receivable management. They will gain practical experience analyzing tax accounts, as well as using their analysis to generate revenue on previously uncollectable accounts.

Travel Required to Accomplish Duties: No

Anticipated Work Schedule: Weekdays/M-F

#120 (1) Raleigh

Marketing and Communications Intern: Electronic File and Pay, Documents & Payment Processing

Major(s): Advertising, Business, Communications, Cross-Media Design, Digital Media, English, Journalism, Integrated Communications, Marketing, Public Relations, Sales, Technical Writing, Web/ Graphic Design

Project Objective: Continuing as a top Department initiative, Modernized Electronic Filing (eFile) is being enhanced to expand to business income taxpayers. The Department is also focusing on educating taxpayers about electronic payment options (ePay). The eFile initiative will focus on increasing adoption rates for over 250,000 corporate income and franchise taxpayers and 104,000 partnership income taxpayers. The focus on ePay will help educate taxpayers about the convenience and efficiency of paying taxes electronically. Both of these initiatives will boost customer service options for taxpayers across the state. The marketing and communication intern will help develop and deliver a successful marketing and communication campaign to promote eFile and ePay. The intern will strengthen his / her planning, marketing, communication, data analysis, and software skills by working with a variety of business professionals, and by supporting key initiatives for the State of North Carolina.

Major Tasks: Assist in analyzing marketing-related data including target audiences and focus groups, internal / external stakeholders, and best practices. Assist in creating deliverables including signage, website and social media content, emails, flyers, presentations, meeting agendas and minutes. Assist in distributing and delivering marketing and communication products. Assist in developing and maintaining tracking reports of public relations activity.

Final Product or Outcome: Adoption of electronic filing by a majority of North Carolina businesses, and an increase in electronic payments for taxes due the State.

Travel Required to Accomplish Duties: Yes, Limited daytime travel to sites within North Carolina may be needed; if so, the intern will travel with a Department employee.

Anticipated Work Schedule: Weekdays/M-F

TRANSPORTATION

#121 (1) Raleigh

Public Relations Officer, Communications Office

Major(s): Journalism, Communications, Public Relations, Marketing and or English.

Project Objective: This project will give the intern a better understanding of how the N.C. Department of Transportation, state government and the media operate, as well as the daily responsibilities of communications professionals in the public sector. The intern will assist Communications Office staff with internal and external communications efforts to keep the media, public and department employees informed about NCDOT's projects and initiatives.

Major Tasks: Draft news releases, speeches, feature articles, blog posts, video scripts and other written materials. Pitch story ideas to media outlets to attain coverage. Utilize social media tools, such as Twitter, Facebook etc. to inform the public. Help plan and attend events and meetings on behalf of the office as needed. Assist with research and compiling daily news clips.

Final Product or Outcome: The intern will have numerous writing samples to include in a portfolio, demonstrated experience meeting deadlines in a high-profile state government communications office and a working knowledge of how to use video and social media to promote critical messages.

Travel Required to Accomplish Duties: No

Anticipated Work Schedule: Weekdays/M-F

Helpful Tips for Potential Interns

Before you apply ...

- Be sure your outgoing voicemail message sounds professional. You should state your name or phone number and little else. Avoid songs, impersonations, political or religious messages or jokes.
- Your email addresses should be based on your name or initials, and little else. Clever or cute email addresses can convey a lack of professionalism. Addresses such as cutepuppies@, peacedolphins@, grrlpower@, genius2014@, or beautifulgoddess@ may impress your friends with your humor and wit, but do your application a significant disservice.
- Use an email account from your school or sign up for a free email service (such as gmail or yahoo) that will accommodate a more professional address. You may wish to use a separate email account for your internship/job search to keep organized.
- Check your email regularly and make sure that your mailbox is not so full that it rejects new mail. Also check your "junk" or "spam" email folders periodically in case your email filters some important emails. Employers increasingly rely on email for communication.

Your cover letter...

- A cover letter is a standard career development tool, and its importance cannot be overstated. You should include a cover letter every time you submit a résumé for a job application, even if you are sending it electronically. Visit a career counselor at your campus career center for advice and assistance.
- Your cover letter should be in business letter format; it should always include your return address, the date, recipient's information (if available), greeting, text body, closing and signature. Generally, it should be limited to one page. The body of the letter is generally comprised of three or four paragraphs:
 - The first paragraph states the position(s) for which you are applying and your general qualifications, and may also include personal contacts you have in the organization (as appropriate).
 - The second and possibly third paragraphs explain your qualifications and experience, as they relate to the position for which you are applying. Avoid simply recapping your résumé; tailor the information to the position.
 - The final paragraph requests an interview (if appropriate), tells the employer how to get in touch with you, states that you will be following up proactively, and thanks the employer for her or his time and attention.
- The tone should be cordial and professional. Avoid sounding informal or overly familiar. Use a standard font, such as Times New Roman or Arial, in 11 or 12 point.
- Always sign your letter by hand. Your signature belongs above your typed name at the end of the letter.
- When an employer requests an email submission of the cover letter and résumé, include your cover letter text in the body of the email AND as an attachment. Leave the signature space blank or include your personal signature as a scanned picture file.
- Check, recheck, and triple check your grammar, diction and spelling. Utilize your computer's spell check, but do not rely on it exclusively. Don't forget: The computer cannot identify if you mistake "there" or "their" for "they're."
- Ask a career services advisor or other trusted member of the career world to look over your cover letter. Your college or university should have these resources available to you.

Your résumé...

- Always clearly list your name and contact information in a large font, at the top of the résumé and on each subsequent page. This includes your name, address, phone number(s), and email address.
- Résumés for job seekers just out of college are generally one-page long. You can exceed this limit as long as the information given is clear, concise and relevant.
- Titling your résumé "Résumé" is redundant and may appear unprofessional.
- Experts disagree about the importance of stating a career "Objective" on your resume.
 - Many employers assume that obtaining the applied-for job is your objective and would prefer you use the extra space for highlighting your skills and experience in those sections.
 - Other experts assert that inclusion of an objective demonstrates goal-orientation and focus. If you do list an objective, make it clear, concise and relevant; use it to grab attention and create impact.
 - An objective should convey mutual benefit to you and the employer, not just state that you are seeking a job. This approach gives you an opportunity to highlight your main skills or specialty of interest.

- Use creative or custom headers aside from the usual “Work Experience” to categorize your work, volunteer activities, campus activity and/or internship experiences. More specific headers grab your reader’s attention and can help you to stand out from other applicants.
- Your interests or hobbies are irrelevant; in most cases, they do not belong on your résumé.
- Do not include references or the line “References available upon request” on your résumé. There is no need to do so; employers assume you have them and will ask for them when it becomes relevant.
- Do not attach a photograph or include personal information such as marital status, date of birth, religious or political affiliations, etc. It is generally unlawful for employers to request such information and providing it may appear unprofessional.

Keys to Success

Employers in North Carolina government agencies assume that interns will meet certain expectations. These expectations may vary by agency, but the following are generally accepted as standard for the North Carolina State Government Internship Program.

GENERAL PROGRAM EXPECTATIONS

- Attend the program orientation and enrichment activities.
- Complete the 10-week project.
- Complete and submit timesheets by indicated deadlines.
- If applicable, meet guidelines for academic credit at your academic institution.

STARTING OUT AT THE AGENCY

- Make a good first impression and dress appropriately for the job.
- Be prompt and assume responsibility for regular attendance.
- Research and respect agency policies.

DEVELOPING A PRODUCTIVE INTERNSHIP EXPERIENCE

- Complete tasks in a reasonable amount of time.
- Be culturally competent; be willing to adjust to a variety of circumstances and people.
- Ask for guidance, share ideas and express concerns.
- Seek additional responsibilities and challenges.
- Reflect upon what you are learning and be open to evaluation.
- Complete internship program evaluation.

We at the Council for Women & Youth Involvement Office are available to you for information and support regarding the application process or the internship. If you have questions or concerns, call Candace Dudley at (919) 807-4407.

Sample Resume

January F. March

1234 West East-North Street
Salisbury, North Carolina 12345
321-867-0450 januaryf.march@catawba.edu

Education

Catawba College **Salisbury, North Carolina**
Bachelor of Science, Business Administration May 2017
Concentration in Accounting and Economics

Experience

Alamance Country Club **Burlington, North Carolina**
Part Time 2010-Present

- Responsible for duties including assisting banquet staff, pro shop assistance, cart maintenance, and pool controller
- Fitness center administration- serving members, maintaining clean exercise space and sales

Catawba College **Salisbury, North Carolina**
Head Intramural Sports Coordinator 2013- 2016

- Planned and organized all intramural events for the campus
- Supervised all tournaments including basketball, disc golf and dodgeball
- Planned expenses of each event to operate within annual budget

Resident Assistant 2014- 2016

- Built community through various programs for a hall of 30 freshmen
- Served as a liaison between residents and the college,
- Monitored campus safety and security, served as a mentor

Century Products **Greensboro, North Carolina**
Sales Department Intern August 2013

- Prepared sales reports for the sales team of eight
- Updated the inventory system using Excel
- Involved in the development of this furniture company's social media presence

Activities - Honors - Skills

- Varsity Men's Golf Team
- Phi Beta Lambda Business Society member
 - Club volunteered to cook and serve at Rowan Helping Ministries' homeless shelter
- South Atlantic Conference Commissioner's Honor Roll
- Dean's List
- Proficient in advanced accounting software, Microsoft Office and social media

Sample Cover Letter

(Today's Date)

1234 West East-North Street ***(Senders address)***
Salisbury, NC 12345

North Carolina Internship Program
Candace Dudley, Internship Coordinator ***(Receiver's address)***
1320 Mail Service Center
Raleigh, North Carolina 27699-1320

Dear Ms Candace Dudley, ***(always use a name or if must, Dear Hiring Manager)***

Some people want to be doctors, others want to be astronauts, as a young girl, I always wanted to be the one who was able to bring history to life through the art of museums as a curator. That passion began the first step I took into the world of Colonial Williamsburg and saw how important knowing about our past ensures a better future. Today, I am writing to you in regards of obtaining an internship for the Summer of 2018 in order to use my passion and goals to good work. I am currently a Junior at ABC University working towards a B.A. in History as well as double minor in Business Administration and Non-Profits. My passion lies with history and being able to bring the lives and events of those that shaped our world today. I enhanced that dream by enrolling in a University to further my knowledge on the subject and now I hope to continue that by working with your organization to apply what I have learned throughout my studies and be able to see how I can make my dreams reality.

(This paragraph is to introduce yourself and tell why you are writing)

As stated, I have a passion for history and to spread the subject to the minds of many. On top of my passions and goals, I have a hard work ethic that allows me to complete any task I am given and accomplish anything I set my mind to. I always give my 100% and thrive on busy schedules. My past experiences with previous internships prove my desire to work around people and serve the public. I enjoy working on a team as well as taking on leadership roles that allow me to delegate a group. I feel that I am qualified to take on the task of interning with your organization due to skills already states as well as having enthusiasm and excitement for what your organization hopes to accomplish such as providing resources for the public and enhancing educational experiences for many.

(This paragraph is to tell how you fit the job description-skill/experience you bring- and the company-values. You need to know the job description and study their website to learn their company-values-product- then describe briefly where you have experienced the skills they are looking for)

Attached is a copy of my resume, which more fully details my qualifications for the internship. My resume covers what I have accomplished at ABC University both academically and socially as well as my past work experience. I look forward to hearing from you regarding an internship.

(This paragraph is the closing where you reiterate your interest, thank them and provide your contact information)

Thank you very kindly for your consideration,

Sincerely
January F. March

Sample Cover Letter

(Today's Date)

2300 W Innes St
Salisbury, NC 28144

(Senders address)

Ms. Donna Chambers
Director of Marketing
Frito-Lay, Inc.
1160 W.T. Harris Blvd
Charlotte, NC 28260

(Receiver's address)

Dear Ms. Chambers, ***(always use a name or if must, Dear Hiring Manager)***

I am writing in response to your advertisement for a Marketing Assistant posted on Monster.com. This position is of great interest to me, and I will graduate from Catawba College in May with a Bachelor of Science degree in Business Administration with a concentration in marketing.

(This paragraph is to introduce yourself and tell why you are writing)

In the past year, I have developed my marketing, leadership and people skills while working as an intern for Chick-fil-A. In that position, I helped develop and plan new marketing events in order to create emotional bonds with customers. I worked closely with the director of marketing and managers of public relations and store promotion, as well as direct interaction with community members through food distribution and promotional events.

(This paragraph is to tell how you fit the job description-skill/experience you bring- and the company-values. You need to know the job description and study their website to learn their company-values-product- then describe briefly where you have experienced the skills they are looking for)

I am very interested in the possibility of interviewing with you and look forward to discussing my background and learning more about your needs. Please contact me at (704)123-4567 or jsb2015@gmail.com. Thank you in advance for your consideration.

(This paragraph is the closing where you reiterate your interest, thank them and provide your contact information)

Sincerely,
John S. Battle

Best of luck in the selection process!